

Retention and Classification Report

Agency: Central Utah Public Health Department (3214)
70 Westview Drive
Richfield, UT 84701
435-896-5451

Records Officer

09987 *Preschool screening patient charts

AGENCY: Central Utah Public Health Department

SERIES: 9987

3

TITLE: Preschool screening patient charts

DATES: 1965-1970.

ARRANGEMENT: Alphabetical by patient name

DESCRIPTION:

These charts record results of medical examinations given to school children in Millard County. Typical files contain (1) a report of clinic examination, (2) checklist for readiness, (3) evaluation clinic control sheet, and (4) questionnaire for school health examination/consent form.

Recorded information on the report of clinic examination includes the patient's name, address, county, location of clinic, date of clinic, birth date, name of family physician, name of county director, the name of the examining physician, and the physician's report and recommendations.

The checklist for readiness asks questions concerning development of the child in four categories: social, physical, language, and work habits.

The evaluation clinic control sheet records the clinic location and date, the names of the child and the child's parents, address, weight, height, vision of both eyes, results of lab tests, speech, hearing, pediatric screening, pediatric examination, psychology screening, social work, special education, nurses, staff conference, volunteers, the time spent during each phase of the examination, and the total time spent examining each individual.

The health examination questionnaire/consent form includes the child's name, address, height, weight, sex, name of regular physician, number of moves in the last three years, date and place of birth, number of brothers and sisters, personal and family health histories, and a parent's signature authorizing the examination of the child.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2003.

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(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the records administrative needs expressed by the agency and reflects all pertinent statute of limitations provisions.

PRIMARY CLASSIFICATION:

Private