DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
800

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE *ALCOHOL +* Drug Abuse Administration

AGENCY		DIVISION

Item No.	Description	Retention
1.	**GENERAL CORRESPONDENCE FILES** Correspondence with local, State and Federal officials, project leaders and citizens pertaining to the business of the Drug Abuse Administration, divisions, programs and projects.	Retain for three (3) years, then destroy.
2.	**DIRECTOR'S CENTRAL SUBJECT FILES** Copies of correspondence, program documents and project papers covering every facet of DAA business, both outgoing and incoming, including nonfunded programs and all miscellaneous records.	Retain for five (5) years, then destroy.
3.	**DRUG ABUSE ADMINISTRATION PROPOSAL FILES** Proposal documents for federal funding under Social Security Title XX, National Institute on Drug Abuse, and TRAP (Treatment and Rehabilitation for Addicted Prisoners). These are prescribed forms that result in federal funding of certain DAA programs.	Retain for five (5) years or until all audit requirements are fulfilled, then destroy.
4.	**DIRECT FEDERAL GRANTS TO PROGRAMS** This file series includes proposals, reviews by DAA and federal authorities, correspondence related to federal grants and back-up material.	Retain for five (5) years, then destroy.
5.	**GRANT FILES** This file series contains detailed grant proposals and approvals. There is an explanation of the grant including funding and personnel. There is also correspondence related to the preparation and approval of the grant.	Retain for ten (10) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/13/80	Richard Hamilton Director	2/7/80	Edward ___
Date	Signature Title	Date	State Archivist

PS-943

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RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	**NONFUNDED GRANT PROPOSALS** The nonfunded grant files contain grant proposals, review, notification of denied grant and correspondence.	Retain for three (3) years, then destroy.
7.	**RESUMES FILE** These files consist of the resumes of each employee involved in federal grants. Federal regulations require a check on each employee's qualifications to hold any given position.	Retain for one (1) year after current employee retirement, then destroy.
8.	**LIBRARY AND TECHNICAL REFERENCE FILES** This file contains books, reports and publications pertaining to the DAA field.	Retain nonrecord material until no longer necessary to the business of the DAA, then destroy.
9.	**YEAR-END RECONCILIATIONS OF GRANTS** This file series covers the balancing of the grant budget including budget sheets, equipment purchase documents and salary scales.	Retain for three (3) years, or until all audit requirements are fulfilled, then destroy.
10.	**STATISTICAL DATA RECORDS** CODAP (Client Oriented Data Acquisitions Process) is a nonidentifying statistical study of admission, discharge, client flow summary forms and how many clients are in the programs. NDATUS (National Drug and Alcohol Treatment Utilization Survey) is a statistical study consisting of federal forms concerning patients' drug history information.	Retain for ten (10) years, then destroy.
11.	**PROGRAM FILES** File series contains program documents monitored by the division of Field Representatives and specific correspondence related to it.	Retain for four (4) years in office and transfer to a State Records Center for four (4) years, then destroy.