

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

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State Agency Password: AWR-000	Political Subdivision:	Agency Name Arizona Pioneers' Home
Org. Unit / Division:	Office:	Phone: 520-445-2181
Address: 300 South McCormick Street	City: Prescott	State: AZ ZIP: 86303
Submitted By (Name): Jeanine Dike	Title: Superintendent	Signature: <i>X Jeanine Dike</i>

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			OR.	R.C.	Total	
<u>Administration</u>						
1.	Fire Drill Reports		3	-	3	After calendar year prepared.
2.	General administrative Files		2	-	2	After calendar year prepared.
3.	Minutes of Advisory Groups, including:		3	-	3	After calendar year prepared.
a.	Quality Assurance Meetings					
b.	Infection Control Meetings					
c.	Safety Meetings					
d.	Residents Council Meetings					
4.	Professional Contracts		6	-	6	After expired.
<u>Resident Applications</u>						
a.	Admitted		-	-	-	Transfer to resident file.
b.	Expired		-	-	-	After expired.
c.	Non-Admissions		3	-	3	After calendar year received.
6.	State Health Department Surveys		10	-	10	After received.
<u>Finance</u>						
7.	Concessionaire's Reports		3	-	3	After fiscal year received.
<u>Resident Account</u>						
a.	Banking Records (statements, receipts, reconciliations, etc.)		3	-	3	After fiscal year prepared.
b.	Ledger Cards		-	-	-	Transfer to resident file after final discharge.
9.	Resident Files		3	-	3	After fiscal year prepared.
10.	Vendor Files		3	-	3	After fiscal year prepared.
<u>Resident Care</u>						
11.	Daily Reports (nursing staff)		3	-	3	After fiscal year prepared.
12.	Medical Insurance Files		3	-	3	After fiscal year paid.
13.	Medical Records (purged from active files)	162425	1	9	10	After purged.
14.	Narcotics Records		3	-	3	After fiscal year prepared.
15.	Resident Records	688225	3	7	10	After patient expired or final discharge. Transfer to Archives
16.	Valuable Envelopes (resident records)		1	-	1	After disposal of property.
						Supersedes schedule dated: 12-18-96

Approved by: <i>Mary Johnson</i> Director, Department of Library, Archives and Public Records	Approval Date: MAR 10 1997
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