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# DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

"People Caring For People"

88-1560

JOSEPH ARTERO CAMERON  
Director

DR. NORV R. SANTZ  
Deputy Director

## AUTHORIZATION FOR RETENTION OF GOVERNMENT OF GUAM RECORDS SECTION 6707, PUBLIC LAW 6-64

This authorizes a retention schedule for official records of the Department of Mental Health and Substance Abuse, for incorporation into the Government of Guam Records Disposal Schedule per Section 6707, Public Law 6-64.

APPROVED:

*Joseph Artero Cameron*  
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JOSEPH A. CAMERON  
DIRECTOR

DATE: 7/15/88

*Wilfred G. Aflague*  
\_\_\_\_\_  
WILFRED G. AFLAGUE, DIRECTOR  
DEPARTMENT OF ADMINISTRATION

DATE: 9/19/88

*Elizabeth Barrett-Anderson*  
\_\_\_\_\_  
ELIZABETH BARRETT-ANDERSON  
ATTORNEY GENERAL

DATE: 9/23/88

Post-it* Fax Note	7671	Date	2/13/07	# of pages	4
To	KAREN Tidingsao	From	Frank Flores		
Co./Dept	DM HSA	Co.	DOA RECORDS		
Phone #		Phone #	475-1719		
Fax #		Fax #			

RECEIVED

SEP 22 1988

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September 14, 1988

**MEMORANDUM**

**To: Attorney General**  
**Via: Director of Administration**  
**From: Director, Department of Mental Health & Substance Abuse**  
**Subject: Records Retention & Disposition Schedule**

The attached Records Retention and Disposition Schedule is prepared under the provision of Public Law 6-64, Records Management Act and Executive Order 80-3.

This Department has been operating without any Records Retention Schedule since the implementation of the Records Management Program dated February 26, 1982.

Therefore, your approval is urgently requested so that our Department can follow the full extent of the Law.

Should you have any questions, please do not hesitate to call me or our Records Management Officer, Lucy S. Martinez at 646-9261/9.



**JOSEPH A. CAMERON**

**Attachment**

**LMARTINEZ:ism**

**cc: Director's File**  
**Director's Chrono**  
**ASU File**



## DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

"People Caring For People"

The records described below relates to all procedures, controls and related matter pertaining to the Department of Mental Health and Substance Abuse within the Territorial Government as administered under the Authority of applicable laws, rules and regulations, and is the official records disposal/retention schedule for the Department of Mental Health and Substance Abuse in accordance with the Government Code of Guam Section 6707, Public Law 6-64.

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
1	Governing Federal/Local Laws; Departmental Policies and Procedures; Other Directives	Numerically/ Subjectively	Permanent
2	Inter-Office Correspondence	Subjectively	Three (3) years
3	Inter-Agency Correspondence	Subjectively/ Chronologically	Three (3) years
4	Personnel Jacket	Alphabetically	Hold until employee's resignation/ retirement - then dispose IAW Sec. 6707, P.L. 6-64
5	Inservice Training/Manpower Development		
	a. Request for Technical Assistance/ Contractual Agreements	Subjectively/ Chronologically	Three (3) years
	b. In-house training/workshop	Chronologically	Three (3) years
	c. Off-island training/workshop	Chronologically	Three (3) years
	d. Correspondence with Institutions of Higher Learning & WHO	Chronologically	Three (3) years
6	Budget	Chronologically	Permanent
7	Grant Applications/Grant Awards	Subjectively	Permanent or upon completion of audit
8	Management Information System	Subjectively	Three (3) years

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
9	Capital Improvement Project	Chronologically	Permanent
10	Departmental Reports		
	a. Financial	Subjectively/	Three (3) years
	b. Programmatic	Chronologically	
11	Property Inventory/Office Supplies		
	a. Fixed Inventory	Subjectively	Permanent
	b. Recurring Stock Requisitions	Chronologically	Two (2) years
12	Minutes of Management Meetings	Chronologically	Permanent
13	Federal and Non-Profit Organization Correspondence	Subjectively/	Three (3) years
		Chronologically	
14	Departmental Projects/Social Functions	Subjectively/	Three (3) years
	a. Annual St. Dymphna Fiesta	Chronologically	
	b. Annual Holiday Hotline		
15	Confidential Records		
	a. Patients' Charts	Alphabetically	Permanent
	b. Court Orders	Numerically	Permanent
	c. Clients' Referral for Outside Services	Chronologically	Five (5) years
	d. Psychological Testing	Chronologically	Five (5) years
	e. Other Client-Related Correspondence	Chronologically	Three (3) years
	f. Daily Census Reports	Chronologically	Three (3) years
16	Various Mental Health Surveys/ Questionnaires	Subjectively/ Chronologically	Two (2) years