



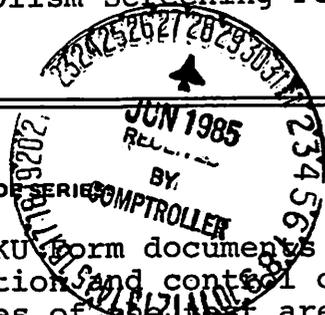
**VIRGINIA STATE LIBRARY
ARCHIVES AND RECORDS DIVISION
RICHMOND, VA 23219-3491**

2. AGENCY: Department of Health		3. SCHEDULE NO.:
4. DIVISION: Family Health Services		601-129 Rev
5. SUB-UNIT: Maternal and Child Health		
6. AGENCY REPRESENTATIVE: William Fannin		DATE:
7. V. S. L. REPRESENTATIVE: Robert W. Draben		DATE:
8. INCLUSIVE DATES OF SERIES: 1965 - Present	9. TOTAL VOLUME OF SERIES: 80 cubic feet	
10. ANNUAL ACCUMULATION: 4 cubic feet	11. RECORD MEDIUM: Paper	
12. SERIES FILED BY: <input checked="" type="checkbox"/> CALENDAR <input type="checkbox"/> CONTINUOUS <input type="checkbox"/> FISCAL <input type="checkbox"/>		13. FILE ARRANGED BY: Last Name

RECORDS RETENTION AND DISPOSITION SCHEDULE

1. RECORD SERIES TITLE:

PKU Forms-Inborn Errors of Metabolism Screening Form



14. APPRAISAL

a. FUNCTION OF SERIES:
The PKU form documents the results of a test given to infants for the detection and control of phenylketonuria and other errors of metabolism. Samples of the test are sent to Consolidated Laboratory Services for analysis. Positive results are sent to Maternal and Child Health immediately. This series, which consists of mostly negative results but may contain copies of positive results, is held by Consolidated Laboratory Services until the end of the calendar year. The file is maintained for reference.

b. DESCRIPTION OF CONTENTS:
The series consists of one form, Inborn Errors of Metabolism Screening, Consolidated Laboratory Services, Bureau of Microbiological Science (DCLS-02-075). The form has spaces for the infant's name, sex, date of birth, weight, hospital number, mother's name, and test results.

c. SCHEDULED RETENTION AND DISPOSITION:
Retain in agency until end of calendar year. Transfer to Records Branch, Virginia State Library, for records center storage until 23 years from year of birth, and then destroy by burning, shredding, or pulping.

15. APPROVAL

THIS SCHEDULE IS CONTINUING AUTHORITY UNDER CHAPTER 23, CODE OF VIRGINIA, VIRGINIA PUBLIC RECORDS ACT, FOR THE RETENTION AND DISPOSITION OF THE RECORDS AS STATED IN SECTION 14 ABOVE AND IS IN EFFECT UNTIL REVISED OR CANCELLED.

a. AGENCY HEAD OR DEPUTY: <i>[Signature]</i>	DATE: 6/21/85	d. AUDITOR OF PUBLIC ACCOUNTS OR DEPUTY:	DATE:
b. RECORDS BRANCH SUPERVISOR: <i>[Signature]</i>	DATE: 6-27-85	e. STATE LIBRARIAN OR DEPUTY: <i>[Signature]</i>	DATE: 8/2/85
c. STATE COMPTROLLER OR DEPUTY: <i>[Signature]</i>	DATE: 7/31/85	f.	DATE: