

**Appendix 1 Listing of Record Series**

December 22, 2003

Accounting/Fiscal Status Reports

Administrative Files - See General Office Administrative Files

Admission and Other Forms Used for Data Entry to a Computer

Annual Reports

Asset Appraisal

Audits and Inspections of Management, Programs and Operations

Audits and Inspections - Operating Certificates

Autopsies - See Laboratory

Benefits - See Employee

Blue Prints - See Facility Construction, Planning and Administration

Budget Preparation

Cashiering - See Purchasing, Claims and Payments

Certifications - See Recruitment

Citizen Participation

Classification and Compensation

Class. and Comp. - Job Standards, Classification and Specifications

Communications - See Formal Communications; Public Relations

Community Stores - See Accounting

Computer Input Documents

Computer Input Documents - Admission Forms Used for Data Entry

Computer Input Documents - Patient Billing Documents

Computer Input Documents - Federally Funded Programs

Computer Operations

Computer Operations-Medicare/Medicaid

Computer Operations - Survey of Patient Characteristics

Computer Programming

Computer Programming - Test Results

Construction - See Facility Construction

Contracts

County Records - See Unified Services; Direction and Supervision of Programs

Dentistry

Direction and Supervision of Office of Mental Health

Direction and Supervision of Facilities

Direction and Supervision of Programs

Directories of the Office of Mental Health

Dispatch Logs (Motor Vehicle Assignment) - See Engineering and Maintenance

EEG/EKG

Employee Benefits and Health Insurance Administration

Employee Benefits - Personal History File Employee

Benefits - Workers Compensation Employee Benefits

- Hazardous Substance Exposure Employee Benefits

- Retirement Benefit Files Employee Education and

Training

Employee Education and Training - Personal History File

Employee Education and Training - School of Nursing

Employee Education and Training - Tuition Reimbursement

Employee Education and Training - Course Information

Employee Education and Training - Course Registration

Employee Relations Disciplinary Files

Employee Relations Grievance Files

Employee Relations Labor Management Process Records

Employee Relations Subject Files

Engineering and Maintenance - Equipment and Furniture

Engineering and Maintenance - Supplies

Engineering and Maintenance - Equipment Control Records

Engineering and Maintenance - Maintenance Records

Engineering and Maintenance - Motor Vehicle Records

Engineering and Maintenance - Surplus Property

Engineering and Maintenance - Agency Recycling

Examination Administration - See Recruitment

Facility Construction, Planning and Administration

Facility Construction - Mortgages of Housing Finance Agency

Facility Construction - Construction Drawings

Facility Information Service

Facility Information Service - Client Information Cards or Lists

Federally Funded Programs

Federally Funded Programs - Title I, E.S.E.A..

Federal Reimbursement Programs

Federal Reimbursement Programs - Medicaid/Medicare Transaction Computer Tapes

Federal Reimbursement Programs - Medicaid/Medicare Eligibility

Fiscal Material - Refer to various fiscal functions (i.e., Accounting, Budget Preparation, etc.)

Food Service

Food Service - Patient Case File

Food Service - Individual Patient Menus

Food Service - Nutrition Planning

Formal Communications

Forms Management

Forms Management - Print Shop

General Office Administrative Files

Hazardous Substance Exposure - See Personal History File

Housekeeping

Housekeeping Management

Human Rights

Human Rights - Personal History

Human Rights - Case Files

Human Rights - Employee Relations Grievance Files

Human Rights - Employee Relations Disciplinary Files

Incident Reporting

Information Service - See Facility Information Service

Inspections - See Audits and Inspections

Interstate Compact

Interstate Compact - Patient Case File

Inventories - See Pharmacy Inventories

Inventories - See Asset Appraisal

Journals and Newspapers

Labor Relations - See Employee Relations

Laboratory

Laboratory - Patient Case File

Laboratory - Test Requisitions and Results.

Laboratory - Autopsy Reports, Tissue Blocks, etc.

Laundry Management

Laundry Services

Legal - Litigation

Legal - Regulation

Legal - Policies & Procedures

Legal - Legislation

Legal - General Subject & Correspondence

Legal - Contracts

Legal - Real Property

Legal - Mortgages

Library

Library - Card Catalogue

Library - Books and Periodicals

Lists - See Recruitment

Local Services - See Unified Services

Maintenance of HVAC and Utilities

Management Analysis

Manuals - See Formal Communications

Medical Records - See Patient Case File

Medical Surgical

Medical Surgical - Patient Case File

Medical Surgical - Laboratory

Medical Surgical - Mortality Reports

Memoranda, Numbered-See Formal Communications

Menus - See Food Service; Nutrition Planning

Mortality Reports

Mortgages - See Facility Construction

Newspapers - See Journals

Nursing Services

Nursing Services - Patient Case File

Nursing Services - Ward Journals

Nursing School - See School of Nursing

Nutrition Planning and Management

Nutrition Planning and Management - Food Service

Nutrition Planning and Management - Menus

Patient Billing Documents

Patient Case Files

Patient Case Files - Microfilming

Patient Case Files - Patient Case Studies

Patient Case Files - Psychiatric Test Booklets

Patient Case Files - Mortality Reports

Patient Case Files - Autopsy Reports

Patient Reimbursement Data - See Federal Reimbursement

Payroll

Payroll - W-4

Payroll - Pre-processing Reports

Payroll - Salary Registers

Payroll - Paycheck Log

Payroll - Deduction and Direct Deposit Records

Payroll - Personal History File

Payroll - Time/Accrual Record

Personal History File

Personal History File - Human Rights Case/Litigation

Personal History File - Hazardous Substance Exposure

Personal History File - Summary of Service Record

Personal History File - Employee Inquiry Files

Personal History File - Employee Eligibility Verification

Personal History File - Employee Benefit & Health. Refer to that record series. Personal

History File - Employee Education & Training. Refer to that record series. Personal

History File - Employee Relations Grievance Files. Refer to that record series.

Personal History File - Employee Relations Disciplinary Files. Refer to that record series.

Personal History File - Workers Compensation

Pharmacy

Pharmacy - Pharmacy Inventories

Photography Services

Photography Services - Negatives

Policy - See Legislation; Direction and Supervision; Formal Communications

Print Shop

Program Planning and Evaluations

Programming - See Computer Programming

Programs - See Direction and Supervision of Programs; Federal

Public Relations - Also See Citizen Participation

Public Relations - Formal Communications

Public Relations - Journals and Newspapers

Purchasing, Claims and Payments

Radiology

Radiology - X - rays

Recruitment

Recruitment - Decentralized Lists

Recruitment-Examination Administration Files

Recruitment-Personal History Files

Reimbursement - See Federal Reimbursement; Billing of Patients

Reports - See Annual Reports

Reproduction - See Print Shop

Research Studies

Rules and Regulations - See Legislation

Safety and Security Management

Safety and Security Management - Personal History File

Safety and Security Services

Safety and Security Services - Blotter

School of Nursing

School of Records of Patients

School Records of Patients - Student Evaluation and Transcript

Services - See Treatment Services

Social Services

Statistics

Storehouse

Supervision of Office of Mental Health - See Direction and Supervision of Office  
of Mental Health

Supervision of Facilities - See Direction and Supervision of Facilities

Supervision of Programs - See Direction and Supervision of Program

Supply Support Forms

Surgery - See Medical Surgical

Systems Analysis

Therapies - See Treatment Services

Time and Accrual

Training - See Employee Education and Training

Transcripts - See School of Nursing

Transportation - See Engineering and Maintenance

Treatment Services and Therapies

Treatment Services and Therapies - Patient Case File

Unified Services and Local Services Management

Utilization Review

Volunteer Services

Volunteer Services - Records on Volunteers

Vouchering - See Purchasing, Claims and Payments

Ward Reports and Records - See Federal Reimbursement

Warehousing - See Storehouse

Workers Compensation

Work Orders - See Engineering and Maintenance

X - Rays - See Radiology