

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Licensing & Certification Program

AGENCY

DIVISION

Item No.	Description	Retention
2	<p align="center"><u>ADDENDUM TO SCHEDULE 601</u></p> <p>DAILY ACTIVITY RECORDS</p> <p>Daily time sheets for each employee directly reimbursed by Medicare and/or Medicaid. Each packet contains 1 month of records for an individual employee.</p>	<p>Retain in office for one (1) year. Transfer to State Records Center for three (3) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/30/87 *Dorothy Greene* Ad. Officer 5/21/87 *Eduardo Lopez*
 Date Signature Title Date State Archivist

Dorothy Greene