

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1154

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health and Mental Hygiene - Division of Utilization & Eligibility Review

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Field Investigation Case Records</u></p> <p>This series contains records pertaining to investigations in the Medical Assistance and Pharmacy Assistance Programs which address fraud and/or mistake. Each individual file contains documentation of the adjudication of the allegations or complaints concerning potential fraud or mistake.</p>	<p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then send to the State Records Center for two (2) years, then destroy.</p>
2.	<p><u>Recipient Case Management Records</u></p> <p>This series contains records of determinations of misutilization of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in a case management program.</p>	<p>Retain in office for three (3) years and until all audit requirements have been fulfilled, then send to the State Records Center for two (2) years, then destroy.</p>
3.	<p><u>General Files</u></p> <p>The general file contains various categories of data required for information purposes, preparation of statistics and budget formulation. It also includes general correspondence, reports, budgets, records on program development and policy formulation.</p>	<p>Retain permanently all records pertaining to program development and policy formulation. Retain all other material for three (3) years, then destroy.</p>

Schedule Approved by Department  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

12/2/87

*[Signature]*  
Chief  
DUEB

1/5/88

*[Signature]*  
State Archivist

Date

Signature

Title

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department Dept. of Health & Mental Hygiene	2. Division Division of Utilization & Eligibility Review 3. Unit
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Field Investigation Case Records

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

This series contains records pertaining to investigations in the Medical Assistance and Pharmacy Assistance Programs which address fraud and/or mistake. Each individual file contains documentation of the adjudication of the allegations or complaints concerning potential fraud or mistake.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>nine file drawers</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>	Internal <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>four file drawers</u>	8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). ) Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr. <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>Beginning</u> of 2nd year.	
9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>After audit.</u>	10. Recommended Retention: Until audit plus 2 years	

Inventory prepared by Glendora L. Finch Date: 12/3/87  
(Print Name)

Telephone Number: 225-1678

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department Dept. of Health & Mental Hygiene	2. Division MCCA, Div. of Utilization & Eligibility Review
	3. Unit

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Recipient Case Management Records

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

This series contains records of determinations of misutilization of Medical and Pharmacy Assistance benefits by program recipients and of decisions made regarding enrolling recipients in a case management program.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 25 file drawers	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) 6 file drawers	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year  H  M  L

After 1. Yr.  H  M  L After what year does activity become LOW Beginning of 2nd year

9. Could Record Series be stored in the State Records Center.

YES  NO

When: After audit

10. Recommended Retention:

Until audit plus 2 years

11. Inventory prepared by Glendora L. Finch Date: 12/3/87  
(Print Name)

Telephone Number: 225-1678

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Records Management Division

AGENCY RECORDS INVENTORY

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1. Department Dept. of Health & Mental Hygiene	2. Division MCCA, Div. of Utilization & Eligibility Review 3. Unit
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

General Files

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

The general file contains various categories of data required for information purposes, preparation of statistics and budget formulation. It also includes general correspondence, reports, budgets, records on program development and policy formulation.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) ten file drawers	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) two file drawers	
8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). ) Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1. Yr. <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <input type="checkbox"/> <small>Certain papers are constantly referred to other become low after 1 1/2 yrs.</small>	
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: Retain permanently all records pertaining to program development and policy formulation. Retain all other material for three (3) yrs, then destroy.

Inventory prepared by \_\_\_\_\_ (Print Name) Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_