

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 800-B

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene

Drug Abuse Administration

AGENCY

DIVISION

Item
No.

Description

Retention

SCHEDULE 800 IS AMENDED TO INCLUDE THE FOLLOWING ITEMS:

12.

SSI Client Files

Includes the treatment records and correspondence of SSI recipients who have recognized addictions and are monitored to insure that they are meeting the requirements of attending alcohol/drug treatment programs.

Retain for five (5) years, then destroy.

13.

Third Party Payments

Records, correspondence and administrative details relating to fees paid by Medicaid and all other third party insurers for addiction treatment services rendered to chemically dependent clients.

Retain for five (5) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

9/27/82 *Richard Hendon*
Date Signature

10/16/82 *E. C. Pomeroy*
Date State Archivist