

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene Health Services Cost Review
Commission

	AGENCY	DIVISION
Item No.	Description	Retention
1.	Accounting Records <ul style="list-style-type: none"> a. Differential Study b. Capital Project c. Disclosure Reports d. Medicare Cost Reports e. Annual Reports f. Miscellaneous 	Retain in office for two years, and transfer to State Records Center; retain in State Records Center for eight years, then destroy.
2.	Legal Records Briefs may include: <ul style="list-style-type: none"> a. Hospital Testimonies b. Disclaimers c. Malpractice claims d. Contract infringements e. Appeals f. Miscellaneous 	Retain in office for two years, and transfer to State Records Center; retain in State Records Center; for ten years, then destroy.
3.	Minutes of the Commission The record of commission meetings covering the official acts of the commission with respect to policy, administrative operations and procedures.	Retain permanently. Transfer periodically to State Archives.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/20/87
Date

Art Douglas
Signature

Fiscal Specialist
Title

3/6/87
Date

Edward J. ...
State Archivist

ART DOUGLAS