

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH - Hospital Management Information System (HMIS)		
AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>General Accounting Records</u> This series includes all standard state accounting forms as well as other accounting media which provide supporting data for the special and general accounting records.</p> <p>A. Distribution of Charges B. Memorandum of Adjustments C. Check Copies D. Expense Reports E. Requisitions F. Purchase Orders G. Time Sheets H. Receiving Records I. Paid Bills and Invoices</p>	Retain for three years and until all audit requirements have been fulfilled and then destroy.
2	<p><u>Hospital Management Information System Documentation</u> This item includes all policies and guidelines pertinent to the daily operation of the HMIS.</p> <p>A. Audit trails for movement in and out of hospital B. Audit trails for ward and bed transfers C. Audit trails for legal class changes D. FV reports that are produced on a nightly basis E. Listings of patients transferred to DOR F. AR listing Report G. Alpha Census H. Geographic Census I. Tracking Report J. Admission Register K. Discharge Register L. Daily ADT report with Recap</p>	Retain until revised, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Thomas C. Booher
Thomas C. Booher Project Director
Signature Title

4/12/91
Date

Schedule Authorized by
Hall of Records Commission

7/4/91 *[Signature]*
Date State Archivist