**DEPARTMENT OF HEALTH & MENTAL HYGIENE**  
**OFFICE OF HEALTH SERVICES**  
**HEALTHCHOICE AND ACUTE CARE ADMINISTRATION**  
**DIVISION OF HEALTH CHOICE MANAGEMENT**

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<tr>
<th>Item No.</th>
<th>Record Series Description</th>
<th>Retention</th>
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</table>
| 1.       | **Division Management Files:**  
This series includes general correspondence, reports, budgets, timesheets, etc. | **Retain in office three years or until audited, then send to records center for two (2) years, then destroy.** |
| 2.       | **Program Management Files:**  
This series includes programmatic data, policy formulation, and records regarding managed care organizations (MCO's) and other created program-specific files.  
A. MCO Applications  
B. Provider Contracts  
C. Policy Instruction Statements (PIS), MCO Rates | **Screen active files annually, removing information which is superseded, inactive, or no longer needed. Retain inactive files in office for five (5) years or until audited, then send to State Records Center for five (5) years, then destroy.** |

**APPROVED BY:** (Agency Official)  
**DATE:**  
**SIGNATURE:**  
AME/TITLE: Rosalie Koslof, Chief  
Division of HealthChoice Management

**AUTHORIZED BY:** (State Archivist)  
**DATE:** Sep 28 2000  
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