

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER

SCHEDULE
NUMBER 2101

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

Item No.	Record Series Description	Retention
1.	<p>Division Management Files: This series includes general correspondence, reports, budgets, timesheets, etc.</p>	<p>Retain in office three years or until audited, then send to records center for two (2) years, then destroy.</p>
2.	<p>Program Management Files: This series includes programmatic data, policy formulation, and records regarding managed care organizations (MCO's) and other created program-specific files.</p> <ul style="list-style-type: none"> A. MCO Applications B. Provider Contracts C. Policy Instruction Statements (PIS), MCO Rates 	<p>Screen active files annually, removing information which is superseded, inactive, or no longer needed.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.</p>

APPROVED BY: (Agency Official)

DATE: 8/25/00

SIGNATURE: 

NAME/TITLE: Rosalie Koslof, Chief
Division of HealthChoice Management

AUTHORIZED BY: (State Archivist)

DATE: SEP 28 2000

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NAME/TITLE: Edward C. Papenfuse, Jr., State Archivist