

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Health Care Finance - OFFICE OF PLANNING & FINANCE

This schedule supersedes schedules 2109, 2108, 1663, and 2229-item 5 only.

| | DESCRIPTION | RETENTION |
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| 1 | <p>Budget/Revenue/Accounting Series</p> <p>A. Federal & State Reports with ledgers, support documentation, correspondence, etc. including the following:</p> <ul style="list-style-type: none"> • HCFA-64 and HCFA-37 Reports • Office of Refugee Settlement Claims & Reports • Federal Payment Management System (PMS) Reports • Weekly Medicaid Drawdown Files • Federal Grant Award Documentation • MMIS Financial Reports • FMIS Cost Ledgers <p>B. Settlements and Appraisal Series - Budget and support documentation including the following:</p> <ul style="list-style-type: none"> • Home Health Provider Cost Settlements • Nursing Home Cost Settlements • Hospital Cost Settlements • Nursing Home Appraisals • Budget projections, printed budgets, work papers • Fiscal Year Closeout and yearly adjustment entries • Funding certification, Invoices, cash receipts, documentation, requisitions and purchase orders <p>C. Program Procurement Series including the following:</p> <ul style="list-style-type: none"> • Minority Business Enterprise Reports, etc • All procurement documentation, RFPs, approvals, BPW correspondence, etc. • Human/Standard Service Contracts, Intra-Agency/Interagency Agreements, Modifications, Option Exercises, tracking, etc. | <p>A. Retain in office until no longer active, then transfer to the State Records Center until twenty (20) years old, then destroy.</p> <p>B. Retain in office until all appeals are exhausted then transfer to the State Records Center until seven (7) years old, then destroy.</p> <p>C. Retain in office until one (1) year after contract completion/ termination; transfer to the State Records Center for seven (7) years; then destroy.</p> |
| <p>APPROVED:(DHMH Official) DATE: DEC 21 2004</p> <p>SIGNATURE: <i>Laarrie Bennett</i> Laarrie Bennett, Chief, OPF Administration</p> | | <p>AUTHORIZED:(State Archives) DATE: MAR 18 2005</p> <p>SIGNATURE: <i>Edward C. Papenfuse Jr.</i> Edward C Papenfuse Jr, State Archivist</p> |

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| 2 | <p>Program Integrity Record Series</p> <p>A. SURS (Surveillance Utilization Review Subsystem)- includes SURS case review and SURS control.</p> <p>B. Quality Control Records includes information from medical assistance case files used for checking eligibility and claims, monthly reports, etc.</p> <p>C. Audit Records</p> | <p>A. Retain in office for two (2) years; transfer to State Records Center for four (4) years and until all audit requirements are met; then destroy.</p> <p>B. Retain in office for two (2) years after completion of review; transfer to State Records Center for four (4) years and until all audit requirements have been met; then destroy.</p> <p>C. Retain State Audits in office until no longer active; transfer to State Records Center until ten (10) years old; then destroy. Retain all other audits permanently, transferring to Maryland State Archives when no longer needed in office.</p> |
| 3 | <p>Planning Unit Record Series</p> <p>A. Program files including planning, evaluation, and coordination documentation, correspondence, etc.</p> <p>B. Project contracts, grants, research files, etc. including correspondence, statistical data, survey forms, and generated data.</p> | <p>A. Screen records when closed, removing duplicate and non-record materials. Retain in office until inactive; transfer to the State Records Center for five (5) years; then destroy.</p> <p>B. Retain closed files in office until all audit requirements are met; transfer to the Records Center until five (5) years after closing; then destroy.</p> |