<table>
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<tr>
<th>DESCRIPTION</th>
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</table>
| **1** Budget/Revenue/Accounting Series  
A. Federal & State Reports with ledgers, support documentation, correspondence, etc. including the following:  
  - 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  
B. Settlements and Appraisal Series - Budget and support documentation including the following:  
  - 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  
C. Program Procurement Series including the following:  
  - 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. | A. Retain in office until no longer active, then transfer to the State Records Center until twenty (20) years old, then destroy.  
B. Retain in office until all appeals are exhausted then transfer to the State Records Center until seven (7) years old, then destroy.  
C. Retain in office until one (1) year after contract completion/ termination; transfer to the State Records Center for seven (7) years; then destroy. |

**APPROVED:** (DHMH Official) **DATE:** DEC 21 2004  
**SIGNATURE:**  
Larrie Bennett, Chief, OPF Administration  

**AUTHORIZED:** (State Archives) **DATE:** MAR 18 2015  
**SIGNATURE:**  
Edward C Papenfuse Jr, State Archivist
<table>
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<tbody>
<tr>
<td><strong>2 Program Integrity Record Series</strong></td>
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<td>A. SURS (Surveillance Utilization Review Subsystem)- includes SURS case review and SURS control.</td>
<td>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.</td>
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<tr>
<td>B. Quality Control Records includes information from medical assistance case files used for checking eligibility and claims, monthly reports, etc.</td>
<td>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.</td>
</tr>
<tr>
<td>C. Audit Records</td>
<td>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.</td>
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<tr>
<td><strong>3 Planning Unit Record Series</strong></td>
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<tr>
<td>A. Program files including planning, evaluation, and coordination documentation, correspondence, etc.</td>
<td>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.</td>
</tr>
<tr>
<td>B. Project contracts, grants, research files, etc. including correspondence, statistical data, survey forms, and generated data.</td>
<td>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.</td>
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