

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

OFFICE OF THE INSPECTOR GENERAL

Items 8 and 9 below supersede and replace Items 2 A and 2C from Schedule 2327.

Item No.	Series Title and Description of Records	Authorized Retention Period
8	SURS (Surveillance Utilization Review Subsystem) <ul style="list-style-type: none"> • SURS Control • SURS Case Review 	8. 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.
9	Medicaid Audit Files	9. Retain in office for three (3) years; transfer to the State Records Center for four (4) years and then destroy.
10	Recipient Fraud Files	10. Retain in office for three (3) years; transfer to the State Records Center for four (4) years, then destroy.
11	Special Project Files	11 Retain in office for three (3) years; transfer to the State Records Center for four (4) years, and then destroy.

APPROVED BY: (DHMH Official) DATE:

JAN 1 2 2009

SIGNATURE:



NAME/TITLE: THOMAS RUSSELL, INSPECTOR GENERAL

AUTHORIZED BY: (Archives) DATE:

13 May 09

SIGNATURE:



NAME/TITLE: EDWARD C PAPENFUSE, JR., STATE ARCHIVIST