**DEPARTMENT OF HEALTH AND MENTAL HYGIENE**  
**FINANCIAL MANAGEMENT ADMINISTRATION**

This schedule supersedes Schedules 2093, Items 3 thru 9, 11, and 12

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>RETENTION</th>
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<tbody>
<tr>
<td><strong>DIVISION OF COST ACCOUNTING AND REIMBURSEMENT</strong></td>
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</table>
| 1 Billing and Collection Plans  
Approved vendor fiscal operations plans for local health departments. | 1. Retain in office for two (2) years; transfer to the Records Center for three (3) years, then destroy. |
| 2 Computer Generated Audit Tracking System  
Including pertinent audit summary information of the settlement process. | 2. Alphabetize at the close of each fiscal year; retain in office twenty (20) years, then destroy. |
| 3 Closed Audit Files  
Settled LHD & Private Vendor Files. | 3. Retain in office for two (2) years or while under a payment plan; transfer to the Records Center for five (5) years, then destroy. |
| 4 Rate Setting Files for Private Vendors and Local Health Departments  
Including calculation of rates for clients, vendors, submissions, correspondence, etc. | 4. Retain in office for four (4) years; transfer to the Records Center for three (3) years, then destroy. |
| 5 Sliding Fee Scales  
Including calculations of sliding fee scales for vendors, related correspondence, etc. | 5. Retain in office for five (5) years, then destroy. |
| 6 Medicare/Medicaid Costing  
Including cost reports, backup data, cost settlements, related correspondence, rate setting, etc. | 6. Retain in office ten (10) years; transfer to the Records Center for five (5) years, then destroy. |
| 7 PCIS II / Prospective Payment Files  
Including cost reports, payment requests, client data, attendance data, related correspondence, and reconciliation documents. | 7. Retain in office three (3) years; transfer to the Records Center for three (3) years, then destroy. |
| 8 Indirect Cost Files  
Including cost rates set, hard copy of rate calculation, backup data for cost reports, and related correspondence with Federal government on rate setting. | 8. Retain in office for six (6) years; transfer to the Records Center for four (4) years, then destroy. |

**APPROVED:** (DHMH Official)  
**DATE:** SEP 15 2005  
**SIGNATURE:**  
James P Johnson, Chief Financial Officer

**AUTHORIZED:** (State Archives)  
**DATE:** SEP 2 9 2005  
**SIGNATURE:**  
Edward C Papenfuse Jr, State Archivist

DGS-550-1 (DHMH-rev 2004)
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<td>9.</td>
<td>Patient Billing Records and Financial Agent Records- Reimbursements Series including rate establishment forms, payment orders, tabulation sheets, claims records, etc.</td>
</tr>
<tr>
<td>10.</td>
<td>Social Security Clearance Account Ledger including files for clients in DHMH facilities, guardianship bank records, and estate case records.</td>
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**DIVISION OF BUDGET ANALYSIS**

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<td>11.</td>
<td>Budget Management File Series including budget requests and quarterly projections, spreadsheets and word processing files submitted by all DHMH units, budget tracking logs, and other electronic and paper format data compilations.</td>
</tr>
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**CHIEF FINANCIAL OFFICER’S FILES**

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<td>12.</td>
<td>DHMH FISCAL PLANNING FILES Files relating to the Department’s long-term fiscal plans including spreadsheets, projections, special projects, studies, and related data in both electronic and paper formats.</td>
</tr>
</tbody>
</table>

9. Retain in office for five (5) years and until all audit requirements have been met; transfer to the Records Center for two (2) years, then destroy

10. Retain in office for three (3) years and until all audit requirements have been met, then destroy.

11. Maintain electronic files and support documentation in active files until end of fiscal year, then move to inactive and back up copies of all electronic files. Retain files in office for four (4) years and until all audit requirements have been met, then destroy.

12. Retain planning files and support documentation in office until no longer needed, replacing and destroying obsolete or superseded information periodically.