

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**DEPARTMENT OF HEALTH & MENTAL HYGIENE**

**HEALTH CARE FINANCING-OSOP- SYSTEMS AND OPERATIONS ADMINISTRATION**

The Kidney Disease Program has been transferred from the Beneficiary Services Administration (Schedule 2427) to the Systems and Operations Administration. Item 4 of schedule 2427 is hereby superseded.

Item	Description of Records Series	Authorized Retention Period & Instructions
8	<p>Add the following record series to schedule 2428.</p> <p><b><u>KIDNEY DISEASE PROGRAM (KDP)</u></b></p> <p><b>8A. Active KDP Recipient Files</b> maintained alphabetically by recipient name containing individual patient invoices from various medical providers; information charts on patient status and documents such Income Tax statements, Medicare notice of eligibility, etc.</p> <p><b>8B. Inactive KDP Recipient Files</b> maintained alphabetically by recipient name containing individual patient invoices from various medical providers; information charts on patient status and documents such Income Tax statements, Medicare notice of eligibility, etc.</p>	<p><b>8.A</b> Retain in office until case is closed or becomes inactive. Retain in storage for <b>six (6) years</b> from closed date, and until all audit requirements have been met, then destroy.</p> <p><b>8.B.</b> Retain in storage for <b>six (6) years</b> and until all audit requirements are met, then destroy.</p>

APPROVED: : (DHMH Official) DATE: JAN 13 2009

SIGNATURE: Charles Lehman  
**CHARLES LEHMAN, EXECUTIVE DIRECTOR, OSOP**

AUTHORIZED: : (STATE ARCHIVES) DATE: 13 May 09

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**EDWARD C PAPERFUSE, JR., STATE ARCHIVIST**