

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

This schedule supersedes schedule 2327, item 1.

|   | DESCRIPTION  | RETENTION   |
|---|--|---|
| 1 | <p><b>Federal &amp; State Reports</b> with ledgers, support documentation, correspondence, etc. including the following:</p> <p>a)</p> <ul style="list-style-type: none"> <li>• HCFA-64 and HCFA-37 Reports</li> <li>• Office of Refugee Settlement Claims &amp; Reports</li> <li>• Federal Payment Management System (PMS) Reports</li> <li>• Weekly Medicaid Drawdown Files</li> <li>• Federal Grant Award Documentation</li> <li>• MMIS Financial Reports</li> <li>• FMIS Cost Ledgers</li> </ul> <p>b) Audit Records</p>                               | <p>1a. Retain in office until no longer active, then transfer to the State Records Center until <b>twenty (20) years old</b>, then destroy.</p> <p>1b. Retain State Audits in office until no longer active; transfer to State Records Center until <b>ten (10) years old</b>; then destroy. Retain all other audits <b>permanently</b>, transferring to Maryland State Archives when no longer needed in office.</p> |
| 2 | <p><b>Settlements and Appraisal Series - Budget</b> and support documentation including the following:</p> <ul style="list-style-type: none"> <li>• Home Health Provider Cost Settlements</li> <li>• Nursing Home Cost Settlements</li> <li>• Hospital Cost Settlements</li> <li>• Nursing Home Appraisals</li> <li>• Budget projections, printed budgets, work papers</li> <li>• Fiscal Year Closeout and yearly adjustment entries</li> <li>• Funding certification, Invoices, cash receipts, documentation, requisitions and purchase orders</li> </ul> | <p>2. Retain in office until all appeals are exhausted then transfer to the State Records Center until <b>seven (7) years old</b>, then destroy.</p>  |

APPROVED:(DHMH Official) DATE: JAN 14 2008

Signature: Audrey Parham-Stewart  
Audrey Parham-Stewart, Director of Finance

AUTHORIZED:(State Archives)DATE: 13 May 09

Signature: Edward C Pafenfuse Jr  
Edward C Pafenfuse Jr, State Archivist

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|---|---|---|
| 3 | <p><b>Program Procurement Series</b> including the following:</p> <ul style="list-style-type: none"><li>• Minority Business Enterprise Reports, etc</li><li>• All procurement documentation, RFPs, approvals, BPW correspondence, etc.</li><li>• Human/Standard Service Contracts, Intra-Agency/Interagency Agreements, Modifications, Option Exercises, tracking, etc.</li></ul> | <p>3. Retain in office until <b>one (1) year</b> after contract completion/ termination; transfer to the State Records Center for <b>seven (7) years</b>; then destroy.</p> |