

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2101 A
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>HealthChoice</b>
Mission Statement/Link to division/unit website	<a href="https://health.maryland.gov/mmcp/healthchoice/Pages/Home.aspx">https://health.maryland.gov/mmcp/healthchoice/Pages/Home.aspx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2101

### Preparer Information

Name of Preparer	Walter Zerrlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerrlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

### Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/16/2022

### State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	9/21/22

If scanning, scan to Maryland State Archives standards and destroy originals. Scanned images must be kept in accordance with the same retention periods assigned to the paper version of the record. A certificate of records disposal request must be submitted to the MDH Records Management Office for review and approval prior to the disposal of any record materials identified in this records schedule. This includes paper records that are scanned immediately upon receipt, paper records that have reached maturity and electronic records that have reached maturity. After disposal, a disposal certificate will be filed with the Maryland State Archives by the MDH Records Office.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE  
OFFICE OF HEALTH SERVICES HEALTHCHOICE AND ACUTE CARE ADMINISTRATION  
DIVISION OF HEALTH CHOICE MANAGEMENT

Item No.	Record Series Description	Retention
1.	<b>Division Management Files:</b> This series includes general correspondence, reports, budgets, timesheets, etc.	Retain in office three years or until audited, then send to records center for two (2) years, then destroy.
2.	<b>Program Management Files:</b> This series includes programmatic data, policy formulation, and records regarding managed care organizations (MCO's) and other created program-specific files. A. MCO Applications B. Provider Contracts C. Policy Instruction Statements (PIS), MCO Rates	Screen active files annually, removing information which is superseded, inactive, or no longer needed. Retain inactive files in office for five (5) years or until audited, then send to State Records Center for five (5) years, then destroy.

APPROVED BY: (Agency Official)

DATE: 8/25/00

SIGNATURE: 

NAME/TITLE: Rosalie Koslof, Chief  
Division of HealthChoice Management

AUTHORIZED BY: (State Archivist)

DATE: SEP 28 2000

SIGNATURE: 

NAME/TITLE: Edward C. Papenfuse, Jr., State Archivist