

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	2369A
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### Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	<b>Financial Management Administration</b>
Mission Statement/Link to division/unit website	<a href="https://dbm.maryland.gov/Pages/DiviFinanceAdm.a.spx">https://dbm.maryland.gov/Pages/DiviFinanceAdm.a.spx</a>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2369

### Preparer Information

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Title of Preparer	Policy Analyst & Records Manager
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Preparer Telephone Number	609-674-6505
Date	6/22/22

### Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/27/2022

### State Archivist Approval

State Archivist Signature	<i>Carl Balmain</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.

DEPARTMENT OF HEALTH AND MENTAL HYGIENE  
FINANCIAL MANAGEMENT ADMINISTRATION

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

	DESCRIPTION	RETENTION
<b><u>DIVISION OF COST ACCOUNTING AND REIMBURSEMENT</u></b>		
1	<b>Billing and Collection Plans</b> 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	<b>Computer Generated Audit Tracking System</b> 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	<b>Closed Audit Files</b> 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	<b>Rate Setting Files for Private Vendors and Local Health Departments</b> 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	<b>Sliding Fee Scales</b> Including calculations of sliding fee scales for vendors, related correspondence, etc.	5. Retain in office for five (5) years, then destroy.
6	<b>Medicare/Medicaid Costing</b> 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	<b>PCIS II / Prospective Payment Files</b> 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	<b>Indirect Cost Files</b> 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 16 2005

SIGNATURE:

James P Johnson, Chief Financial Officer

AUTHORIZED:(State Archives)

DATE: SEP 29 2005

SIGNATURE:

Edward C Papenfuse Jr, State Archivist

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DEPARTMENT OF HEALTH AND MENTAL HYGIENE FINANCIAL MANAGEMENT ADMINISTRATION		
This schedule supersedes Schedules 2093, Items 3 thru 9, 11, and 12		
ITEM	DESCRIPTION	RETENTION
9	<b>Patient Billing Records and Financial Agent Records- Reimbursements Series</b> Including rate establishment forms, payment orders, tabulation sheets, claims records, etc.	9. Retain in office for <b>five (5) years</b> and until all audit requirements have been met; transfer to the Records Center for <b>two (2) years</b> , then destroy
10	<b>Social Security Clearance Account Ledger</b> Including files for clients in DHMH facilities, guardianship bank records, and estate case records.  <u>DIVISION OF BUDGET ANALYSIS</u>	10. Retain in office for <b>three (3) years</b> and until all audit requirements have been met, then destroy.
11	<b>Budget Management File Series</b> 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.  <u>CHIEF FINANCIAL OFFICER'S FILES</u>	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 <b>four (4) years</b> and until all audit requirements have been met, then destroy.
12	<b>DHMH FISCAL PLANNING FILES</b> 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.	12. Retain planning files and support documentation in office until no longer needed, replacing and destroying obsolete or superseded information periodically.