

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2482A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	Office of Finance
Mission Statement/Link to division/unit website	https://dbm.maryland.gov/pages/default.aspx

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2482

Preparer Information

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Title of Preparer	Policy Analyst & Records Manager
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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>Andrew Salzman</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
Health Care Finance - OFFICE OF FINANCE**

This schedule supersedes schedule 2327, item 1.

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 Retain in office until no longer active, then transfer to the State Records Center until twenty (20) years old, then destroy.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 Retain State Audits in office until no longer active; transfer to State Records Center until ten (10) years old; then destroy.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

DEPARTMENT OF GENERAL SERVICES
Records Management Division

Schedule # 2482

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

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