

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2327A
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Agency Information

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

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	2327

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>[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.

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

This schedule supersedes schedules 2109, 2108, 1663, and 2229-item 5 only.

	DESCRIPTION	RETENTION
1	<p>Budget/Revenue/Accounting Series</p> <p>A. Federal & State Reports with ledgers, support documentation, correspondence, etc. including the following:</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. 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>C. 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>A. Retain in office until no longer active, then transfer to the State Records Center until twenty (20) years old, then destroy.</p> <p>B. Retain in office until all appeals are exhausted then transfer to the State Records Center until seven (7) years old, then destroy.</p> <p>C. Retain in office until one (1) year after contract completion/ termination; transfer to the State Records Center for seven (7) years; then destroy.</p>

APPROVED:(DHMH Official) DATE: **DEC 21 2004**

SIGNATURE: *Larrie Bennett*
Larrie Bennett, Chief, OPF Administration

AUTHORIZED:(State Archives) DATE: **MAR 18 2005**

SIGNATURE: *Edward C. Papenfuse Jr.*
Edward C Papenfuse Jr, State Archivist

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
MCF-Office of Planning & Finance

	DESCRIPTION	RETENTION
2	<p>Program Integrity Record Series</p> <p>A. SURS (Surveillance Utilization Review Subsystem)- includes SURS case review and SURS control.</p> <p>B. Quality Control Records includes information from medical assistance case files used for checking eligibility and claims, monthly reports, etc.</p> <p>C. Audit Records</p>	<p>A. Retain in office for two (2) years; transfer to State Records Center for four (4) years and until all audit requirements are met; then destroy.</p> <p>B. Retain in office for two (2) years after completion of review; transfer to State Records Center for four (4) years and until all audit requirements have been met; then destroy.</p> <p>C. 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>
3	<p>Planning Unit Record Series</p> <p>A. Program files including planning, evaluation, and coordination documentation, correspondence, etc.</p> <p>B. Project contracts, grants, research files, etc. including correspondence, statistical data, survey forms, and generated data.</p>	<p>A. Screen records when closed, removing duplicate and non-record materials. Retain in office until inactive; transfer to the State Records Center for five (5) years; then destroy.</p> <p>B. Retain closed files in office until all audit requirements are met; transfer to the Records Center until five (5) years after closing; then destroy.</p>