

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER

SCHEDULE
NUMBER 2106

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 2

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Deputy Secretary for Operations

Fiscal Services Administration

All Units

SECRETARIAT / ADMINISTRATION

OFFICE / DIVISION

BOARD / UNIT

| Item No. | Description of Records (Programs, Forms, etc.) | Retention |
|----------|---|--|
| 1. | <p>Supersedes Schedules 878, 930 1588 and 1650 + <i>908</i></p> <p><u>ALL UNITS</u></p> <p><u>Administrative Correspondence</u> <i>Both incoming</i> and outgoing mail, newsletters, faxes and other communications including copies of web pages and official e-mail.</p> | <p>Set up folders annually, cut off at end-of-year. Retain current (1) year and previous two (2) years folders in office, then destroy if no longer needed.</p> <p>Screen files for information which illustrates the development of the unit, its policies and/or accomplishments and transfer to the FSA History File.</p> |
| 2. | <p><u>FSA History File</u>- Awards, plaques, certificates, photographs, videos, publications, magazine and newspaper clippings, and other documents which illustrate the accomplishments of Fiscal Services Administration, its units, or DHMH.</p> <p>Other information including correspondence, one copy of all FSA publications, posters, organization charts, etc. which show the development of the Administration.</p> | <p>Retain permanently in office. Transfer periodically to the State Archives.</p> |
| 3. | <p><u>Organization, Operation, and Administration Files</u>- Includes weekly and monthly staff reports, minutes of staff meetings, annual budget requests, leave and timekeeping records, unit's purchase orders, and other documentation of the Administration's operations. (Unit personnel folders are non-record, working papers which may be disposed of when no longer needed.)</p> | <p>Set up folders annually, cutting off at end of fiscal or calendar year. Screen for information which illustrates the development of the Administration or DHMH and place in the FSA History file. Retain current and previous year's folders in office, then send to State Records Center for an additional four (4) years, then destroy.</p> |
| 4. | <p><u>Audits of FSA Units</u>, including Legislative Audits.</p> | <p>Retain in office for ten (10) years, then destroy.</p> |

APPROVED BY: (DHMH Official)

AUTHORIZED BY: (State Archivist)

DATE:

NOV 30 2000

SIGNATURE:

SIGNATURE:

NAME/TITLE: Irma Bevans, Director, FSA

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

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|----------|---|--|
| 5. | <p style="text-align: center;"><u>AUDIT DIVISION</u></p> <p>Audit Reports- This series includes final DHMH audit reports and may include working papers and other source materials relevant to these audits.</p> | <p>Retain the current and previous report in an active file for five years and until audited. Destroy reports over five years old when no longer needed. Significant reports which identify major issues are to be transferred to the FSA History File .</p> |
| 6. | <p style="text-align: center;"><u>CONTRACTS DIVISION</u></p> <p>DHMH Contracts- Standard Service Agreements, Employment Service Contracts, Interagency Agreements, Modifications, Option Exercises, Tracking Forms, support documents, and other contract management records.</p> | <p>Retain in office for one (1) year following expiration or termination of contract, until audit requirements are met, and until no longer needed, transfer to State Records Center for four (4) more years, then destroy.</p> |
| 7. | <p style="text-align: center;"><u>GENERAL ACCOUNTING DIVISION</u></p> <p>DHMH Accounting Records- Paid bills and invoices, receipts, statements, bank books, deposit receipts, trial balance sheets, reconciliation sheets, requisitions, purchase orders, receiving reports, etc.</p> | <p>Retain in office for one (1) year after the fiscal period in which the transaction was completed, then transfer to State Records Center for two more years and until all audit requirements have been met, then destroy.</p> |
| 8. | <p style="text-align: center;"><u>DIVISION OF REIMBURSEMENTS</u></p> <p>Social Security Clearance Account Ledgers for clients in DHMH facilities, Guardianship bank records, and Estate Case Records.</p> | <p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p> |
| 9. | <p>Patient Billing Records and Financial Agent Records- rate establishment forms, payment orders, tabulation sheets, claim record, etc.</p> | <p>Retain in office for five (5) years and until all audit requirements have been met, transfer to the State Records Center for two (2) years, then destroy.</p> |