

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
FISCAL SERVICES ADMINISTRATION

This schedule supersedes schedules 2106 and 2093 - Items 1, 2, and 10

	DESCRIPTION	RETENTION
1	<p><u>Audit Division</u> Audit Record Series This series includes Final DHMH Audit Reports, follow-up audits, single audit reports, working papers, support documentation, and other source materials relevant to these audits and reviews.</p>	<p>1. Retain the current and previous audit work papers in an active file for five (5) years and until all audit requirements have been met. Destroy audit work papers over five (5) years old when no longer needed except significant reports identifying major issues, which are to be retained for ten (10) years. Retain a copy of the Final DHMH Audit Report permanently, for eventual transfer to the State Archives.</p>
2	<p><u>Division of General Accounting</u> a. DHMH Accounting Record Series Includes paid bills and invoices, receipts, statements, bank books, deposit receipts, trial balance sheets, reconciliation sheets, requisitions, purchase orders, receiving reports, etc.</p> <p>b. Grants Management Series- Includes all fiscal materials and correspondence relating to grants and Human Service Contracts made by programs of the Department</p> <p>c. Medicaid Clinic and PAP Payments Computer printouts detailing payments to be made to local health departments for Clinical and Prenatal Assistance Program (PAP) services provided to Medicaid clients.</p>	<p>2a. Retain in office for one (1) year after the fiscal period in which the transaction was completed, or until all audit requirements have been met. Transfer to the State Records Center until seven (7) years old, and then destroy.</p> <p>2b. Retain in office two (2) years following contract completion or until audit requirements are met; transfer to Records Center for five (5) additional years, and then destroy.</p> <p>2c. Retain in office for one (1) year, then transfer to the Records Center for six (6) years, then destroy.</p>

APPROVED:(DHMH Official) DATE:

MAY 20 2005

SIGNATURE:

Imma Bevans
Imma Bevans, Director, FSA

AUTHORIZED:(State Archives) DATE: AUG 09 2005

SIGNATURE:

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