

Retention and Classification Report

Agency: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance. (4616)

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Records Officer: _____

21937	Cash receipts files
20696	Financial information network payment records
83631	Provider files
20694	Travel and transportation files

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 21937

1

TITLE: Cash receipts files

DATES: 1990-

ARRANGEMENT: Numerical by organization number, thereunder numerical by FINET number
DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 20696

3

TITLE: Financial information network payment records

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 83631

3

TITLE: Provider files

DATES: 1984-

ARRANGEMENT: alphabetical by provider's name

DESCRIPTION:

This is a variety of materials that pertain to the provider as it relates to services provided to the Department's clients. This series may contain some of the following information: Registration Application and Affidavit of Standard Compliance, License, copies of contracts, floor plans, costs, qualifications of staff members, Confidentiality Agreement, Program Evaluation, Problems Correction Plan, Fact Finding Reports and Results, Provider Payroll Check Register (RPP4), and all related memoranda and correspondence. Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after contract has been cancelled or is terminated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention is based on 42 CFR 431.17.

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 83631

TITLE: Provider files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. name, address and telephone number of the facility.

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 20694

3

TITLE: Travel and transportation files

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

Correspondence, forms, and relating records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy provided audits are completed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Health and Human Services. Operations. Division of Finance and Administration. Office of Finance.

SERIES: 20694

TITLE: Travel and transportation files

(continued)

PRIMARY DESIGNATION:

Public