



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Administration

Sub-Section:

TITLE: Deposit Receipts

CUTOFF: End of State Fiscal Year

DESCRIPTION: Documentation supporting the deposit of receipts for cash, checks, money orders, or automated clearing house payments received by the agency; along with any related back up documentation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23388

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Environmental Protection Agency Grant Files

CUTOFF: EOSFY in which Final Financial Status Report Submitted

DESCRIPTION: Records related to the expenditure of funds received under an Environmental Protection Agency (EPA) grant. Includes applications, grant awards, supporting documentation, reports, expenditure records and other related documentation. Records kept per 40 CFR 35.6705.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Documents remain active until project is complete, reporting requirements are satisfied, and final payments are received.

DISPOSITION ACTION: Destroy

SERIES: 23387

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Federal Grant Files

CUTOFF:

DESCRIPTION: Federal Grant Files. Including CSA

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7808

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Administration

Sub-Section:

TITLE: Federal Indirect Cost Report Proposals

CUTOFF: End of State Fiscal Year

DESCRIPTION: Record includes the Department of Health and Senior Services financial statements, budgets, accounting and expenditure reports and organizational charts. These documents are used to develop and submit the annual indirect cost report proposal to the United States Department of Health and Human Services.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7842

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Financial Fund Reports

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records include internal reports sent to federal agencies and supporting documentation from the State Accounting System on the activity for funds administered by the department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22744

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Payment Correction and Cancellation Documentation

CUTOFF: End of State Fiscal Year

DESCRIPTION: Records include journal voucher requests, a copy of a completed journal voucher, documentation of original payment, check cancellation form, a copy of the check that was cancelled and payment information from the cancelled check. These records are used to correct a payment voucher or cancel a check made out by the agency.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23022

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section:

Division: Division of Administration

Sub-Section:

TITLE: Special reports to federal agencies

CUTOFF:

DESCRIPTION: Special reports to federal agencies. Including CSA.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7795

SERIES STATUS: Approved

APPROVAL DATE:

2/27/1992
