



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Home Care and Rehabilitative Standards

TITLE: Complaint Files	CUTOFF: EOCY
DESCRIPTION: Records of complaint surveys including inspection reports and confidential information related to the inspection survey.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 22546	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Comprehensive Outpatient Rehabilitation Facility	CUTOFF: Operating term of the outpatient physical therapy agency
DESCRIPTION: Medicare certified agency files containing survey files, correspondence files and patient files related to the Medicare certification of the agency.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 22543	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Fraud Files	CUTOFF: EOCY
DESCRIPTION: Survey and licensing records that are potentially relevant to fraud investigations.	RETENTION: Years: 100 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 22545	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007
TITLE: Home Health	CUTOFF: Operating term of the home health agency
DESCRIPTION: Medicare certified or license only agency files containing surveys, initial files, licensing and correspondence files.	RETENTION: Years: 6 Months: 0 Days: 0
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 22539	SERIES STATUS: Approved
	APPROVAL DATE: 08/02/2007



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Home Care and Rehabilitative Standards

TITLE: Home Visit Files

CUTOFF: EOCY

DESCRIPTION: Confidential home health and hospice patient files generated during the survey process.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22540

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Hospice

CUTOFF: Operating term of the hospice agency

DESCRIPTION: Medicare certified or license only agency files containing surveys, initial files, licensing and correspondence files.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22541

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Monthly Activity Reports

CUTOFF: EOCY

DESCRIPTION: Surveyor reports documenting monthly activity such as surveys, manual reviews and other activities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22544

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007

TITLE: Outpatient Physical Therapy

CUTOFF: Operating term of the outpatient physical therapy agency

DESCRIPTION: Medicare certified agency files containing survey files, correspondence files and patient files related to the Medicare certification of the agency.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22542

SERIES STATUS: Approved

APPROVAL DATE:

08/02/2007