



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Home Care & 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:**

8/2/2007

**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:**

8/2/2007

**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:**

8/2/2007



### Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Home Care & Rehabilitative Standards

**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:**

8/2/2007

**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:**

8/2/2007

**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:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Home Care & Rehabilitative Standards

**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:**

8/2/2007

**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:**

8/2/2007