



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Adult Protective Services

Division: Senior & Disability Services

Sub-Section: Bureau of Intake & Investigations

TITLE: CRANE Files

CUTOFF: End of calendar year in which report is published

DESCRIPTION: Monthly, quarterly, and annual Central Registry for Abuse, Neglect, and Exploitation (CRANE) reports and related records. CRANE reports are used as statistical references for the Abuse, Neglect, Exploitation (ANE) Report (Crying Eye Report) and to conduct analyses of hotline reports, investigative outcomes, and services.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: CRANE information is available via the Case Compass system.

DISPOSITION ACTION: Destroy

SERIES: 24054

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Special Investigation Case Files

CUTOFF: End of Calender Year in which Investigation is Concluded

DESCRIPTION: Investigators from the Special Investigations Unit for the Department of Health and Senior Services create these files to document comprehensive investigations of providers or vendors, that may require criminal charges. Records include, but are not limited to surveillance photos, witness or suspect recordings or statements and any documented evidence such as: bank records, medical records, court documents, or property deeds.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23374

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011