



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Home & Community Based Services

Division: Senior & Disability Services

Sub-Section: Bureau of Special Health Care Needs

TITLE: Participant Records

CUTOFF: Date Participant no Longer Receives Services or is Denied

DESCRIPTION: Records of participant enrollment in programs or services provided by the agency. Records include, but are not limited to: medical, financial, and social information; doctors notes, annual financial statements, tax information, service coordination comprehensive assessment tools, and education records.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: Records are stored on microfilm.

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 7354

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Provider Contract Records

CUTOFF: Close of Contract

DESCRIPTION: Provider contract records include, but are not limited to, original application to provide services, contract enrollment information, renewals, scopes of work, and contract monitoring reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7355

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023