

STD.73 (REV. 6/2002)  
**RECORDS RETENTION SCHEDULE**

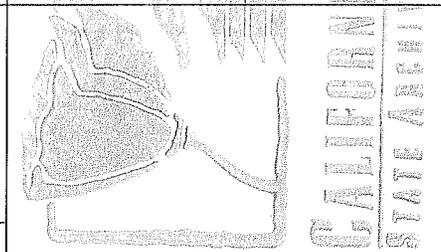
STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES  
 STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

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|   |  |  |  |  |  |
|---|--|--|--|--|--|
| (1) DEPARTMENT, BOARD OR COMMISSION<br>Department of Alcohol and Drug Programs  |  | <i>Drug Medical Claim Unit</i><br><i>DME</i> |  | (2) AGENCY BILLING CODE                  | (3) PAGE 1 OF 3 PAGES                        |
| (4) DIVISION/ BRANCH/ SECTION<br>Program Operations Division, Fiscal Mgmt. and Acct. Branch   |  | (5) ADDRESS<br>1700 K Street                 |  |  |  |
| CHECK THE APPROPRIATE BOX   |  |  |  |  |  |
| (6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]   |  |  |  |  |  |
| (7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)   |  |  |  |  |  |
| (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)   |  |  |  |  |  |
| <b>NEW SCHEDULE INFORMATION (If applicable)</b>   |  | (9) SCHEDULE NUMBER<br><i>ADP-03-17</i>      | (10) SCHEDULE DATE<br><i>8/2/04</i>                  | (11) NUMBER OF PAGES<br><i>3</i>         | (12) CUBIC FEET (Total Schedule)<br><i>7</i> |
| <b>PREVIOUS SCHEDULE INFORMATION (If applicable)</b>  |  | (13) SCHEDULE NUMBER                         | (14) APPROVAL NUMBER                                 | (15) APPROVAL DATE(S)                    | (16) PAGE NUMBER(S) REVISED                  |
| (17) MISSION/FUNCTIONAL STATEMENT<br>The mission of the Fiscal Management and Accountability Branch is to assist counties and providers to comply with State and Federal laws and regulations and for the use of allocated funds for AOD services and to enable ADP to monitor that compliance.   |  |  |  |  |  |
| <b>PART I – AGENCY STATEMENTS</b>   |  |  |  |  |  |
| As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks. |  |  |  |  |  |
| (18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS<br><i>Josuan J...</i>  |  | (19) TITLE<br>Manager                        | (20) PHONE NUMBER<br>(916) 323-6698                  | (21) DATE SIGNED<br><i>6-21-04</i>       |  |
| In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.  |  |  |  |  |  |
| (22) SIGNATURE – RECORDS MGMT, ANALYST<br><i>Jesse Edwards</i>  |  | (23) CLASSIFICATION<br><i>S.S.A.</i>         | (24) NAME (Printed or Typed)<br><i>JESSE EDWARDS</i> | (25) PHONE NUMBER<br><i>323-2075</i>     | (26) DATE SIGNED<br><i>8/2/04</i>            |
| <b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>  |  |  |  |  |  |
| (27) SIGNATURE – CalRIM CONSULTANT<br><i>James Clancy</i>   |  | (28) APPROVAL NUMBER<br><i>104-094</i>       | (29) DATE SIGNED<br><i>8/24/04</i>                   | (30) EXPIRATION DATE<br><i>8/24/2009</i> |  |
| <b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>  |  |  |  |  |  |
| THE ATTACHED RECORDS RETENTION SCHEDULE:  |  |  |  |  |  |
| (31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives  |  |  |  |  |  |
| (32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)   |  |  |  |  |  |
| (33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE<br><i>Douglas Stone</i>   |  |  | (34) DATE SIGNED<br><i>9/15/04</i>                   |  |  |



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| (35) CalRIM APPROVAL NUMBER |                      |                                     |   |               |               |                |               |             |               |                            | E04-094   |  | (36) PAGE 2 OF 3 PAGES |  |
|-----------------------------|----------------------|-------------------------------------|---|---------------|---------------|----------------|---------------|-------------|---------------|----------------------------|---|--|------------------------|--|
| ITEM #<br>(37)              | CUBIC FEET *<br>(38) | CA. STATE ARCHIVES USE ONLY<br>(39) | TITLE AND DESCRIPTION OF RECORDS<br>(Double spaces between items)<br>(40) | MEDIA<br>(41) | VITAL<br>(42) | RETENTION      |               |             |               | PRA (Exempt) & IPA<br>(47) | REMARKS<br>(48)   |  |                        |  |
|                             |                      |                                     |   |               |               | OFFICE<br>(43) | DEPT.<br>(44) | SRC<br>(45) | TOTAL<br>(46) |                            |   |  |                        |  |
| 1                           | 71                   |                                     | Drug Medi-Cal Claims and Billing Information                              | P, C          |               | Active 3       |               | 4           | Active 7      |                            | All records contained within this schedule pertain to Short-Doyle Medi-Cal for Drug Medi-Cal services. All items listed on this schedule are funded in part by the federal government. These records must be retained for four years for auditing (California Code of Regulations, Title 22, Social Security, Division 3, Section 53310(a), Health Care Services)). |  |                        |  |

\* Provide total of office and departmental

| ITEM # | CUBIC FEET * | CA. STATE ARCHIVES USE ONLY | TITLE AND DESCRIPTION OF RECORDS<br>(Double spaces between items) | MEDIA | VITAL | RETENTION |       |      |       | PRA (Exempt) & IPA | REMARKS |
|--------|--------------|-----------------------------|---|-------|-------|-----------|-------|------|-------|--------------------|---------|
|        |              |                             |   |       |       | OFFICE    | DEPT. | SRC  | TOTAL |                    |         |
| (37)   | (38)         | (39)                        | (40)  | (41)  | (42)  | (43)      | (44)  | (45) | (46)  | (47)               | (48)    |

|    |   |   |   |   |  |         |   |   |         |  |   |
|----|---|---|---|---|--|---------|---|---|---------|--|---|
| 2. | 1 |   | Records Management<br>STD Form 70, Records Inventory Worksheet  | P |  | Current |   |   | Current |  | Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.   |
| 3. |   |   | STD Form 71, Records Transfer List  | P |  | Current |   |   | Current |  | Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.  |
| 4. |   |   | STD Form 73, Records Retention Schedule   | P |  | Current |   |   | Current |  | Retain as current until revised.<br>NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.  |
| 5. |   |   | Authorization for Records Destruction (Computer Printouts)  | P |  | 4       |   |   | 4       |  | Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).  |
| 6. |   | M | Electronic Mail<br>A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).<br>B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge. | M |  | *       | * | * | *       |  | *E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.<br><br>Destroy transitory e-communications when they have served their purpose. |
|    |   |   |   | M |  | 90 days |   |   | 90 days |  |   |