

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 3-94)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION	HEALTH SERVICES	BILLING CODE	85466
DIVISION, BUREAU OR OTHER UNIT	Administration, Program Support Br. Office Services Sect, Records Information Center		
ADDRESS	744 P Street, Room 340, Sacramento, CA 95814		
SCHEDULE NUMBER	190	PAGE NUMBER(S)	1 thru 4
		SCHEDULE DATE	June 1990
IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:			
SCHEDULE NUMBER	99	PAGE NUMBER(S)	3
		SCHEDULE DATE	May 1985
APPROVAL NUMBER	85-360	APPROVAL DATE	July 16, 1985

PART I—AGENCY STATEMENTS

TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES
1020 O Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

As the person directly responsible for maintenance of the records listed on the attached schedule, I certify that I have reviewed the need for the records and that each retention period is necessary and correct as scheduled.

SIGNATURE—PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>[Signature]</i>	Chief, Office Services Sect	June 1990

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

MARCH PONG EU
SECRETARY OF STATE
CALIFORNIA

SIGNATURE—RECORDS MANAGEMENT COORDINATOR	TITLE	DATE
<i>[Signature]</i>	SSA	8-24-90

PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 14 of STD Form 73. Our approval covers Columns 1-13 and 15 only.

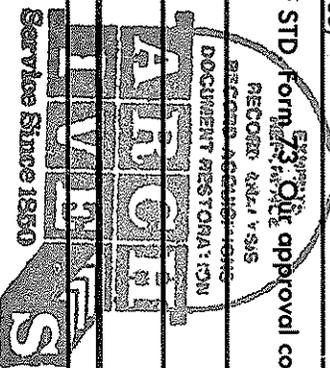
SIGNATURE	TITLE	APPROVAL NUMBER	DATE
<i>[Signature]</i>	RMA	90-146	10-16-90

PART III—ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

Contains no material subject to further review by the California State Archives.

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614)



SIGNATURE—CHIEF OF ARCHIVES	DATE
<i>[Signature]</i>	JAN 11 1991

The Records Information Center (RIC), Office Services Section is responsible for maintaining a central file system for those requesting Divisions of the Department of Health Services for filing, retrieval utilization, maintenance, retention and disposal of various Medi-Cal Program Records; In addition is responsible for compliance with paperwork management program based on the statutory requirements of the Government Code, Records Management Act.

Acronyms Used in Schedule:

RIC - Records Information Center
DHS - Department of Health Services
FIMD - Fiscal Intermediary Management Division
OLS - Office of Legal Services
SRC - State Records Center
CCU - Controlled Correspondence Unit
PRA - Public Records Act
IPA - Information Practices Act
CSC - Computer Science Corporation
EDS - Electronic Data Systems

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) HEALTH SERVICES	GS# 85466	SCHEDULE NUMBER (2) 190	DATE (3) June 1990
ORGANIZATIONAL UNIT Administration, Program Support Br, Office Services Sect, Records Information Center		PAGE 1	OF 4 PAGES (4)
ADDRESS (number, street, city) 744 P Street, Room 340, Sacramento CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>ADMINISTRATION</u>							X	PRA 6254 et seq; (See Attachment A)
			<u>CORRESPONDENCE</u>								
1	39.60		Controlled Correspondence	P		2		0	2	X	Destruction by Confidential Shred Attach A.
			<u>FORMS</u>								
2	.25		Master Copies	P		Active		0	Active		Becomes Inactive when Revised or Superseded.
			<u>ORGANIZATION</u>								
3	.25	State of Health Services	Organizational Charts-Entire Department of Health Services	P		Active		0	Active		Becomes Inactive when Revised or Superseded.
			PERSONNEL (General DHS Info)							XI	IPA 1798.40 et seq: Government Code 12946 (See Attachment A)
4	.25		RIC (Unit Information (Employee Attendance Reports, Time Cards)	P		Active +6 mo		0	Active +6 mo	XI	Becomes Inactive when Employee Transfers or Terminates, Destruction by Confidential Shred. Attach A.

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DEPARTMENT (1) HEALTH SERVICES		GS# 85466	SCHEDULE NUMBER (2) 190	DATE (3) June 1990
ORGANIZATIONAL UNIT Administration, Program Support Br, Office Services Sect, Records Information Center			PAGE 2	OF 4
ADDRESS (number, street, city) 744 P Street, Room 340, Sacrafrmento CA 95814			DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
5	.25		RIC (Applications) <u>RECORDS MANAGEMENT</u>	P		Active +6 mo		0	Active +6 mo	XI	Becomes Inactive when Employee Transfers or Terminates, Destruction by Confidential Shred Attach. A.
6	1.0		Records Transfer Lists	P		Active +5 yrs		0	Active +5 yrs		For life of RIC or until all records on the most current schedule have been destroyed or transferred to another program.
7	.25		Records Retention Schedule <u>STATISTICAL REPORTS</u>	P		Active		0	Active		Becomes Inactive when superseded or five years; whichever comes first.
8	2.0		Monthly Production Stats	P		Active +2 yr		0	ACT +2 yr		Destroy after 2 years by recycling waste program. ACTIVE UNTIL SUPERCEDED

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DEPARTMENT (1) HEALTH SERVICES		GS# 85466		SCHEDULE NUMBER (2) 190	DATE (3) June 1990
ORGANIZATIONAL UNIT Administration, Program Support Br, Office Services Sect, Records Information Center				PAGE 3	OF 4 PAGES 14
ADDRESS (number, street, city) 744 P Street, Room 340, Sacramento CA 95814				DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	Media (10)	Vital (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>PROGRAM RECORDS</u> (Minor Program Issues)							X	PRA 6254 et seq; (See Attachment A)
			<u>CORRESPONDENCE</u>								
9	59.50	Hold / Notify Archives	General (Letters/Memo's, Signature Copies, Minor complaints re- garding Medi-Cal Benefici- aries/Providers)	P		3		0	3	X	Destruction by Confidential Shred Attach A.
			<u>FISCAL INTERMEDIARIES</u>							X	PRA 6254 et seq; (See Attachment A)
10	7.50	Hold / Notify Archives	CSC Letters/Policy Statements, TAR Claims, Claim Statement Interpretation letters, Closed/Transfer Letters for EDS takeover.	P		2		3	5	X	Destruction by Confidential Shred. Attach. A.
			<u>LEGAL</u>							X	PRA 6254 et seq; (See Attachment A)
11	4.25	Hold / Notify Archives	<u>FIMD</u> Court Cases	P		Active		5	Active +5 yrs		Active until case Settled/Closed then Retained 5 years SRC

ATTACHMENT A

Records Information Center (RIC) maintains records for various programs basically involving Medi-Cal.

Included in the files are records which could include confidential correspondence such as correspondence to and from the Governor's Office, information regarding Medi-Cal beneficiaries and providers, state regulations, bill analysis etc. Since confidential records may be intermixed with nonconfidential records, those record titles on the schedule are not identified as exempt.

Access procedures in RIC strictly limit the disclosure of any record without explicit authorization, per Government Code 6254 et seq (Public Records Act) and Civil Code, Section 1798.40 et seq (Information Practices Act)