

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 344 N. 7th Street, Sacramento, CA 95814.

(1) DEPARTMENT, BOARD OR COMMISSION Department of Health Care Services	(2) AGENCY BILLING CODE 85340	(3) PAGE 1 OF 3 PAGES
---	----------------------------------	--------------------------

(4) DIVISION/ BRANCH/ SECTION Managed Care Operations Division/Managed Care Internal Operations	(5) ADDRESS 3130 Kilgore Rd Rancho Cordova, CA 95670
--	---

CHECK THE APPROPRIATE BOX

(6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]

(7) Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)

(8) Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER H15-12	(10) SCHEDULE DATE 07/1/2015	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 173
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED

(17) MISSION/FUNCTIONAL STATEMENT
The Medi-Cal Care Operations Division (MCO) mission is to preserve and improve the health status of all Californians by providing high quality, accessible, and cost-effective health care through managed care delivery systems. MCO contracts for health care services through established networks of organized systems of care, which emphasize primary and preventative care. Managed care plans are a cost-effective use of health care resources that improve health care access and assure quality of care.

PART I – AGENCY STATEMENTS

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 Lisa Knapp <i>Lisa Knapp</i>	(19) TITLE Staff Services Manager I	(20) PHONE NUMBER 916-464-5750	(21) DATE SIGNED 7/1/15
--	--	-----------------------------------	----------------------------

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 <i>Marquise Scott</i>	(23) CLASSIFICATION RMC	(24) NAME (Printed or Typed) Marquise Scott	(25) PHONE NUMBER 552-9155	(26) DATE SIGNED 7/13/15
--	----------------------------	--	-------------------------------	-----------------------------

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

(27) SIGNATURE – CalRIM CONSULTANT <i>Janet C. Farley</i>	(28) APPROVAL NUMBER 2015-173	(29) DATE SIGNED 7/22/2015	(30) EXPIRATION DATE 7/22/2020
--	----------------------------------	-------------------------------	-----------------------------------

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

THE ATTACHED RECORDS RETENTION SCHEDULE:

(31) Contains no material subject to further review by the California State Archives

(32) 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.)

Key # 37749

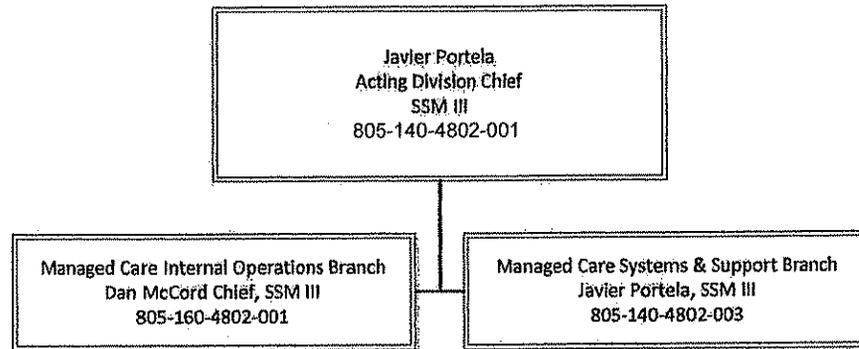


(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>	(34) DATE SIGNED July 30, 2015
--	-----------------------------------

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (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)

<u>Records Management</u>											
1.	1		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.
2.	1		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.
3.	1		STD Form 73, Records Retention Schedule	P		Current				Current	Retain as current until revised. 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.
4.	35		Invoices	P		Active		7 years		Active + 7 years	Retain for seven (7) years from final payment of the contract.
5.	135		Contract Correspondence	P		Active		7 years		Active + 7 years	Retain for seven (7) years from final payment of the contract.

2015-173



Javier Portela
Acting Division Chief