

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

DECEMBER 20, 2010

AGENCIES SUBMITTING RECORD SERIES

AGENCY

NUMBER OF
RECORD SERIES

STATE AGENCIES

Health Department

Health Care Financing.1
Health Medicaid Operations. 1

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	6.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date

STATE AGENCIES

Utah State Archives

Parent Agency: Health Department
Health Care Financing

Agency: Department of Health. Division of Health Care Financing (478)

288 North 1460 West
PO Box 143101
Salt Lake City, UT 84114-3101
538-6641

Records Officer: Craig Devashrayee
Analyst: Maren Jepps

AGENCY: Department of Health. Division of Health Care Financing

SERIES: 13432

4

TITLE: Hearing case files

VARIANT: Formal hearing files
Medicaid eligibility hearing case files

DATES: 1972-

ARRANGEMENT: Alphabetical by client name.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This series contains hearing files of individuals appealing their denial for Medicaid benefits, such as individual procedures, home health care, medical equipment, hospitalization, and providers challenging amounts of payment. Formal hearings review eligibility decisions from the Department of Workforce Services. Information includes notices, notes, correspondence, conclusions reached, sound recordings, and other relevant information.

RETENTION:

Retain 6 years after case closes.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: For records beginning in 1972 through 2008. Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 6 years after case closes and then delete.

Sound recordings: Retain in Office for 1 year after approval of official minutes and then erase.

APPRAISAL:

Administrative Fiscal Legal

These records have administrative value as they document internal processes for fair hearings. They also have fiscal value as they document payments from state and federal funds and legal

AGENCY: Department of Health. Division of Health Care Financing

SERIES: 13432

TITLE: Hearing case files

(continued)

value as they document hearing outcomes. Record requirements are provided in the Utah Administrative Code R410-14-15.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b); 63G-2-302(2)(d); and 304

Utah State Archives

Parent Agency: Health Department
Health Care Financing

Agency: Department of Health. Division of Health Care Financing. Bureau
of Medicaid Operations (634)

288 N 1460 West
Salt Lake City, UT 84116
538-7077

Records Officer: Cody Simonsen
Analyst: Maren Jeppsen

AGENCY: Department of Health. Division of Health Care Financing. Bureau of Medicaid Operations

SERIES: 27263

2

TITLE: Prehearing records

VARIANT: PCN records

DATES: 2004-

ARRANGEMENT: Chronological by hearing and/or prehearing date.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains denied claims, Medicaid eligibility information, and policy manual references presented during hearings and prehearings for denied payment appeals. Prehearings and hearings are held for individuals who appeal their denial of payments for medical or other related services from the Primary Care Network (PCN). The PCN program provides primary care services only as outlined in the PCN provider manual and does not cover speciality and hospital services for incidents that are not life-threatening. Information includes names, dates of birth, Medicaid ID numbers, personal health records, and policy manual references. Hearing and prehearing minutes are held by the division office.

RETENTION:

Retain 7 years after case is closed.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

These records have administrative value as they document internal processes for fair hearings. They also have fiscal value as they document payments from state and federal funds and legal value as they document hearing outcomes. Record requirements are provided in the Utah Administrative Code R410-14-15.

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AGENCY: Department of Health. Division of Health Care Financing. Bureau of
Medicaid Operations

SERIES: 27263

TITLE: Prehearing records

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PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b)(2009); UCA 63G-2-302(2)(d); and
UCA 63G-2-304

SECONDARY CLASSIFICATION(S):

Public

Record title	Description	Retention	Legal citation	Appraisal	Disposition and instructions	suggested designation
Governor's artifacts	<p>Gifts given to the governor in his or her official capacity in recognition of public service or in commemoration of an event include objects of significant monetary or historical value. A record should be kept of gifts or artifacts received that includes a description, date, name of donor, and approximate value. Surplus property and transient memorabilia such as clothing and perishable items are not included.</p>	until change of administration		<p>Artifacts which document events and programs of interest to the administration have historical value. Memorabilia that is not unique to a specific event or program is transitory.</p>	<p>Transfer record of gifts to Archives. Transfer artifacts to an appropriate repository under Archives supervision.</p>	public