**This schedule applies to: Health Care Authority**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of the Health Care Authority relating to the unique functions of administration and oversight for state health care programs including the Public Employees Benefit Board (PEBB). The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS),* which authorizes the destruction/transfer of public records common to all state agencies.

**Disposition of public records**

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

**Revocation of previously issued records retention schedules**

All previous versions of the State Government General Records Retention Schedule are revoked. State Agencies must ensure the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 2, 2021.

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| *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the State Auditor:**  **Al Rose** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Attorney General:**  **Suzanne Becker** | *-*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **For the Office of Financial Management:**  **Gwen Stamey** | *Signature on File*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **The State Archivist:**  **Steve Excell** |

Revision History

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| --- | --- | --- |
| Version | Date of Approval | Extent of Revision |
| 1.0 | June 6, 2012 | Consolidation of all existing disposition authorities (with some minor revisions to most records series). | |
| 1.1 | September 5, 2012 | Minor revisions to retention periods of dental program, hospital reimbursement, and hospital settlement records and removing “Archival” designation from Hearings and Appeals. | |
| 1.2 | March 6, 2013 | Addition of one new record series to the Public Employees Benefits Board (PEBB) section. | |
| 1.3 | March 5, 2014 | Minor revisions to the Eligibility Policy and Service Delivery, Health Care Services and Systems and Monitoring sections. | |
| 1.4 | June 4, 2014 | Minor revision to Legacy section re-instating previously discontinued records series which still have records which have not yet met their minimum retention. | |
| 1.5 | December 3, 2014 | Addition of one new record series to the Systems and Monitoring section. | |
| 1.6 | June 6, 2018  (effective July 1, 2018) | Addition new Behavior Health Records section and minor revisions to the Financial Services, Health Care Services and Legal Services sections. | |
| 1.7 | June 2, 2021 | Minor revisions updating language to better describe records and sections. Addition of Drug Transparancy Programs Records series. Revocation of four series no longer being created by agency. | |

For assistance and advice in applying this records retention schedule,

please contact the Health Care Authority’s Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

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1. BEHAVIORAL HEALTH RECORDS

This section covers records relating to chemical dependency and mental health records.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 18-07-69275  Rev. 0 | ***Background Checks on Applicants for Concealed Weapons Permits and Firearms Dealer's Licenses***  Records on Mental Health background checks on anyone applying for a Concealed Weapons Permit or Firearms Dealer's License as required by RCW 9.41.040 and RCW 71.05.  *Note: Series contains confidential information.* | **Retain** for 5 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 18-07-69276  Rev. 0 | ***Compliance Files***  Records documenting compliance with various state and federal laws. These files support federal audits as well as any litigation.  Includes, but is not limited to:   * Incidents and complaints, corrective action plans; * Prior and current law suits, service provider processes; * Audits and audit findings, and denied claims.   *Note: Series contains confidential information.* | **Retain** for 7 years after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 18-07-69277  Rev. 0 | ***Continuing Education Units (CEU) Training Documentation***  Records documenting the behavioral training conducted by DOH employees and/or private sector trainers provided to participants to gain Continuing Education Units (CEU) in order to acquire or maintain a professional license or certification to provide counseling. These records are retained to document that an attending CEU participant earned their license or certification.  *Note: If training is conducted through a college, the college is required to maintain the completion or certification files.* | **Retain** for 7 years after end of month  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 18-07-69280  Rev. 0 | ***Nursing Facility Resident Mental Health Assessments***  Records documenting resident mental health assessments. Review required by federal Omnibus Reconciliation Act of 1987 (OBRA PASSAR Assessment).  Includes, but is not limited to:   * Level II psychiatric evaluations; * Level II follow-up or significant change evaluation summary information; * Level II invalidation statements, including interrupted evaluation documentation; * Copies of supporting documentation from the medical record.   *Note: Series contains confidential information.* | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 18-07-69281  Rev. 0 | **Offender Reentry Community Safety (ORCS) Program Files**  Records documenting case management and programs for services for Offender Reentry Community Safety (ORCS) Program clients.  Includes, but is not limited to:   * Agreements with local mental health centers and regional support networks; * Unfunded medical expenses and chemical dependency treatment; * Housing and employment services.   *Note: RCW 71-24.470 governs this statewide program providing mental health case management services to individuals who have been identified as dangerous to themselves or others including individuals who are developmentally disabled and/or may not be able to care for themselves without protective or well-coordinated community care.*  *Note: Series contains confidential information.* | **Retain** for 8 years after one year (12 months) of no services provided  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. ELIGIBILITY POLICY AND SERVICE DELIVERY

This section covers records relating to policies of eligibility and delivery of services for Medicaid.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 14-03-68496  Rev. 0 | ***Background Check/Applications/Agreements***  Any Documents that the Health Care Authority is assisting with in verifying an Organization/Counseloris qualified to become a Certified Application Counselor Coordinator for the Washington Health Benefit Exchange.  Includes, but not limited to:   * Washington State Patrol (WSP) Background Checks; * Implementation Guidelines; * Certified Application Counselor 3-N-1 Attestations (Confidentiality and Non-Discloser, Code of Ethics, Conflict of interest Standards). | **Retain** for 7 years after agreement ends  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62466  Rev. 1 | ***Client Eligibility Files***  Medical eligibility records for Medical/Medicaid benefits. | **Retain** for 7 years after file is closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62467  Rev. 1 | ***Managed Care Organizations***  Documents medical assistance client's choice of Medicaid/Medical plans. The form is used to update the Medicaid Management Information System. | **Retain** for 1 year after data entry accomplished  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

1. FINANCIAL SERVICES

This section covers records relating to the audits, payments, rates, and fiscal reporting for health care programs.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 12-06-68276  Rev. 0 | ***Drug Rebate Reports***  Documents the management of drug rebates from pharmaceutical companies. Medicaid Drug Rebate program requires drug manufactures to enter into and have in effect a national rebate agreement to receive federal funding for outpatient drugs dispensed to Medicaid patients. Documentation must be maintained for the life of the program per federal requirements as manufacturers frequently change past prices and/or dispute items.  Includes, but is not limited to:   * Drug Summary Report by filing Quarter (RRSM475); * Drug Rebate Debit Balances with no Payments (RRSM485); * Other such payment documentation, telephone contact logs; * Activity logs and correspondence. | **Retain** for 6 years after end of Medicaid drug rebate program  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 11-08-62487  Rev. 1 | ***Durable Medical Equipment (DME) Program***  Records pertaining to the operation of the program such as approvals, justifications, and denials.  Includes, but is not limited to:   * Medical documentation, rental, modifications; * Purchase or repair to include any of the following: hospital beds, positioning equipment, wheelchairs, prosthetics, orthotics, and specialty wound care, and other DME supplies. | **Retain** for10years after date of service  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 11-08-62488  Rev. 1 | ***Federally Qualified Health Centers***  Audit and settlement documentation with Federally Qualified Health Centers (FQHC) that provider services under Title XIX (Medicaid). Basis of rate setting per RCW 74.46.  Includes, but is not limited to:   * Cost reports, work papers; * Spreadsheets and correspondence. | **Retain** for 6 years after resolution of audit finding  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62509  Rev. 2 | ***Fee Schedules and Billing Instructions***  Provider guides used for billing covering physical and behavioral health services  Includes, but is not limited to:   * Published Billing Instructions; * Related Fee Schedule back-up material. | **Retain** for 6 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62489  Rev. 1 | ***First Steps Maternity Client Files***  Provides records of clients enrolled in the maternity program.  Includes, but is not limited to:   * Pre-approvals for Special Needs care/doctor's scripts, * Background check results, working notes, and tax documentation; * Provider communications, support designs, client information. | **Retain** for6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62491  Rev. 2 | ***Hospital Reimbursements – Under Appeal***  Supportive documentation for Medicaid reimbursement for hospital rates that are being held in anticipation of the ongoing appeal process. | **Retain** for 10 years after date of document  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62490  Rev. 2 | ***Hospital Settlement Files***  Cost settlement documentation for all hospital facilities including Critical Access hospitals.  Includes but not limited to:   * Recoupment and/or payments. | **Retain** for10 years after date of settlement  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62493  Rev. 1 | ***Medical Provider Rates Files***  Documents establishment of reimbursement rates for medical providers other than hospitals under the Medical Assistance (Medicaid Title XIX) program.  Includes, but is not limited to the establishment of rates for:   * Drugs and eyeglasses; * Durable medical equipment. | **Retain** for 10 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62494  Rev. 1 | ***Medicare Cost Claim Reports***  Cost reports used for hospital rate setting and reimbursement under Title XIX (Medicaid).  Includes, but is not limited to:   * CMS 2552 cost reports. | **Retain** for 10 years after claim resolved  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 18-07-69282  Rev. 0 | ***Premium Payment Program (PPP) Client Reimbursement Files***  Records documenting payments to clients and the activities related to reimbursement of monthly premiums.  Includes, but is not limited to:   * Copies of the letters/correspondence sent to clients; * Proof of payment (wage stubs, billing and bank statements); * Copies of insurance cards. | **Retain** for 6 years after final payment to the client  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 18-07-69283  Rev. 0 | ***Premium Payment Program (PPP) Cost Sharing Program Files***  Records documenting payments to clients and activities related cost-sharing.  Includes, but is not limited to:   * Copies of the letters/correspondence sent to clients); * Proof of payment (EOBs, receipts, credit card payments). | **Retain** for 6 years after eligibility date of the client  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62495  Rev. 1 | ***Professional Reimbursement – Under Appeal***  Supportive documentation for reimbursement revolving around professional rates that are being held in anticipation of the on-going appeal process. Used for individual providers. | **Retain** for 10 years after date of document  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62496  Rev. 1 | ***Prospective Payment System (PPS) Documentation***  Establishes a methodology for inpatient hospital reimbursement based on Diagnostic Related Groups under the terms of the Title 19 State Plan. Includes payment history information used to develop reimbursement rates. | **Retain** for 10 years after superseded  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62497  Rev. 1 | ***Third Party Liability (TPL) Cases and Payment Cards***  Documents payments to providers and activity related to cost avoidance/recovery for medical assistance recipients.  Includes, but is not limited to:   * Third Party Medical Vendor Payment Cards (DSHS 18-232); * Finalized A-19's (Invoice Vouchers), and premium payments; * Master Pay cards maintained by the Cash Control Unit; * Third Party Medical Vendor Payment Cards maintained by the Casualty Unit. | **Retain** for 6 years after final payment  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 21-06-69630  Rev. 0 | ***Drug Transparency Program Records***  Records relating to data submission guides, data templates, data received by the agency from reporting entities, and information used to develop the annual report.  Includes, but is not limited to:   * Published data submission guides; * Published data templates; * CSV files submitted by reporting entities.   *Note: Data received by the agency from reporting entities is not subject to public disclosure as outlined in RCW 43.71C.100(6), except as described in RCW 43.71C.100(5).* | **Retain** until no longer needed for agency business  *then*  **Destroy** | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. HEALTH CARE SERVICES

This section covers records relating to the administration and oversight of Medicaid and Basic Health Plan health care services.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 12-06-68275  Rev. 0 | ***Basic Health Plan (BHP) Enrollment and Account Maintenance***  Account correspondence relating to member enrollment and maintenance activities of the Basic Health Plan (BHP).  Includes, but is not limited to:   * Applications; * Member enrollment information; * Account activity. | **Retain** for 6 years after date of last activity  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 18-07-69278  Rev. 0 | ***HIPAA Privacy Documentation***  Any communications, actions, activities, assessments, or designations required by the Health Insurance Portability and Accountability Act (HIPAA) Administrative Regulations (45 CFR 160 – 164) to be in writing or documented including:   * Exercise of client rights relating to protected health information , including requests for amendment, accounting of disclosures, restrictions on use and disclosure, confidential communications; * Forms adopted for compliance with rule, including Notice of Privacy Practices and Acknowledgments; * Completed forms, including consents and authorizations; * Procedures and policies; * Designated record sets; * Privacy complaints and dispositions, including transactions referred by HHS Office for Civil Rights; * Training materials and documentation; * Breaches of unsecured protected health information, including notifications; * Client access requests to designated records sets.   *Note: Series contains confidential information.* | **Retain** for 6 years after date of creation, final response, or date last in effect, *whichever is later*  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 18-07-69279  Rev. 0 | ***Medicaid Provider Audits***  Records relating to audits of Medicaid providers conducted by the Health Care Authority.  Includes, but is not limited to:   * Final reports of audits and examinations; * Audit strategies and procedures performed; * Audit evidence * Related correspondence/communications. | **Retain** for 6 years after final audit report date  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62473  Rev. 1 | ***Prepayment Review – Recipient Files***  Documentation of compliance regarding provider billing relating to Medicaid.  Includes, but is not limited to:   * Prepayment reviews; * Recipient complaints. | **Retain** for 6 years after resolution of issue  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62480  Rev. 0 | ***Utilization Review – Provider Files***  Documents review of provider services per federal requirements for Medicaid program compliance. | **Retain** for6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 11-08-62474  Rev. 0 | ***Utilization Review – Recipient Files***  Documents review of recipients per federal requirements for Medicaid program compliance. | **Retain** for 6 years after claim resolved  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. LEGAL SERVICES

This section covers records relating to the Legal Services of the Health Care Authority.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-08-62508  Rev. 3 | ***Health Care Authority Hearings and Appeals***  Provides documentation of Health Care Authority fair hearings/appeals for all Health Care Authority providers/insurers on issues relating to medical services, third party liability and insurance, medical eligibility and policy, restrictive documents coupons and disability.  Excludes records covered by:   * *Hospital Reimbursement – Under Appeal (DAN 11-08-62491)*; * *Professional Reimbursement – Under Appeal (DAN 11-08-62495)*. | **Retain** for6 years after final decision or completion of judicial review  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. OFFICE OF MEDICAL MANAGEMENT

This section covers records relating to the Office of Medical Management of the Health Care Authority.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-08-62498  Rev. 0 | ***Alien Emergency Medical (AEM) Eligibility***  Provides documentation for Alien Emergency Medical (AEM) clients as approved by Health and Recovery Services Administration (HRSA) Medical Consultants. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62499  Rev. 1 | ***Authorization for Treatment Outside Regular Criteria***  Files on treatment that are exception to policy and do not meet regular criteria.  Includes, but is not limited to:   * Justifications and limited extensions; * Chart notes, medical documents; * Physical therapy, surgeries, maternal nutrition, hearing, vision; * CAT scans, dental, and long term home care files; * AEM authorizations and treatments. | **Retain** for 7 years after biennium  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62500  Rev. 2 | ***Dental Program Files***  Documentation pertaining to the operation of the dental program.  Includes, but is not limited to:   * Medical documentation, x-rays; * Justification for dentures; * Letters, approvals, and denials. | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 11-08-62502  Rev. 1 | ***Long Term Acute Care Records***  Provides documentation for long term acute care.  Includes, but is not limited to:   * Approvals of admissions to Kindred and Regional Hospitals; * Medical documents, correspondence for provider and clients denials. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62504  Rev. 1 | ***Medicaid Vision Program***  Provides documentation pertaining to the operation of the vision program. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 11-08-62505  Rev. 1 | ***Pharmacy Authorization Files***  Provides documentation for Medicaid client files used for pharmacy authorizations.  Includes, but is not limited to:   * Medical information used to determine medical necessity; * Justifications by the drug utilization team; * Denials/extension/exceptions, notifications. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62503  Rev. 1 | ***Physical Medicine and Rehabilitation Records***  Provides documentation of requests and approvals for medical rehabilitation services and patient progress.  Includes, but is not limited to:   * Requests and denials for medical rehabilitation services and patient progress; * Medical, patient, and provider documents. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62506  Rev. 1 | ***Provider Contract Terminations and Hearings***  Documentation to substantiate cutbacks and/or denials for provider reviews in regard to services required.  Includes, but is not limited to:   * Due process documents, clinical reviews and client records; * Correspondence related to Contract Provider Agreements (CPA). | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |

1. PUBLIC EMPLOYEE AND RETIREES BENEFITS (ERB)

This section covers records relating to Public Employees and Retiree Benefit program of the Health Care Authority.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 91-02-47423  Rev. 1 | ***Applications for Insurance – Dependents***  Records relating to applications for approval and periodic recertification as insurance dependents, including extended/disabled dependents. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 12-06-68277  Rev. 0 | ***Enrollment Forms/Documentation/Reports***  Provides a record of forms and requests of state employees, former-employees (that pay for their own Insurance), and non-state employees.  Includes, but is not limited to:   * Self-Pay Enrollment files; * Insurability/Claims control reports; * Political Subdivision and School District files; * Medical Insurance Reports; * Life Insurance; * LTD (Long Term Disability). | **Retain** for 8 years after termination of coverage  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 91-02-47430  Rev. 1 | ***Health Participation Statistics***  Records relating to enrollment demographics for medical, vision, and dental plans.  Includes, but is not limited to enrollment report records. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 91-02-47429  Rev. 1 | ***Subscriber/Termination Summary Reports***  Provides a record by county of the number of subscribers and dependents.  Includes, but is not limited to:   * Additions, deletions and changed transactions; * Dependent children who have been terminated due to reaching the plans age limit. | **Retain** for6 years after expiration of register  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. SYSTEMS AND MONITORING

This section covers records relating to the monitoring and reporting of health care systems and providers.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 11-08-62486  Rev. 1 | ***Disproportionate Share Hospital Files***  Non-payment client eligibility documents, sent to provider to ensure dates of service and client services match provider files for Title XIX Medicaid Patient Identification Code (PIC) match.  Includes, but is not limited to:   * Disproportionate Share Hospital (DSH) and Certified Public Expenditure (CPE) hospital applications; * Audit and settlement documents for DSH, CPE and Nursing Home Proshare programs. | **Retain** for 10 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62477  Rev. 1 | ***Federal Reports***  Federal reports required by Centers for Medicare and Medicaid Services (CMS).  Includes, but is not limited to:   * Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT); * IRS 1099 and Annual Managed Care; * Quarterly Children's Health Program and the Quarterly Medicaid Children's Report. | **Retain** for 6 years after federal fiscal year  *then*  **Destroy**. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 11-08-62479  Rev. 1 | ***Managed Care Monitoring and Reporting Files***  Provide a record of expenditures and utilizations relating to medical assistance programs.  Includes, but is not limited to:   * Statistical Report on Medical (501W); * Statistical Report on Recipient Characteristics (502W); * Statistical Report on Institutional Care (503W); * Statistical report on Physician's Visits (504W); * Statistical Report on Payments to Aged/Disabled (505W); * Lag Adjustment Report; * Pending Not Paid Report; * Expenditure and Utilization Report; * Other federal and state reports as required/necessary.   *Note: Internally referred to as MARS (Management and Administrative Reporting System).* | **Retain** for3 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 14-12-68712  Rev. 0 | ***Managed Care Performance Reports***  Documentation received from all service contracting entities for the purpose of achieving outcomes (Performance Measures) described in RCW 70.320.020 and 70.320.030(1) for clients enrolled in medical managed care programs that operate according to Title XIX or XXI of the federal Social Security Act.  Includes, but not limited to:   * Mental Health; * Chemical Dependency Treatment Services. | **Retain** for 6 years after final report  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 14-03-68497  Rev. 0 | ***Medicaid Adjustments***  Documentation received by the Health Care Authority for adjustments on claims in the Medical Management Information System (MMIS)/ProviderOne system for Medicaid clients.  Includes, but is not limited to:   * Help desk tickets. | **Retain** for 5 years after ticket closes  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 11-08-62483  Rev. 0 | ***Medical Services Verifications***  Verifications of services received by Medical Assistance recipients. | **Retain** for6 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 11-08-62481  Rev. 0 | ***Prepayment Review – Provider Files***  Program surveillance and monitoring per federal requirements for Medicaid program compliance. | **Retain** for 6 years after resolution of issue  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. LEGACY RECORDS

This section covers records no longer being created or received by the Health Care Authority which have yet to reach their minimum retention period.

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 14-06-68524  Rev. 0 | ***Home Health Agency Records***  Provides documentation of approved Medicaid services, rates, patient plan or care, and justification for excess payments. Includes home health patient files. | **Retain** for 7 years after end of calendar year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

glossary

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| --- |
| ***Appraisal*** |
| The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| ***Archival (Appraisal Required)*** |
| Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| ***Archival (Permanent Retention)*** |
| Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| ***Disposition*** |
| Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction. |
| ***Disposition Authority Number (DAN)*** |
| Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| ***Essential Records*** |
| Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records. |
| ***Local Records Committee*** |
| Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee’s three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor. |
| ***Non-Archival*** |
| Designation given to public records that do not possess sufficient historical value to be designated as “Archival.” Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law. |
| ***Non-Essential Records*** |
| Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW. |
| ***OFM (Office Files and Memoranda)*** |
| Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| ***OPR (Official Public Records)*** |
| Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| ***Public Records*** |
| Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| ***Records Series*** |
| A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function. |
| ***State Records Committee*** |
| Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management. |

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