



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 174 Schedule No: 06-174.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 COMMISSIONER AND BOARDS
 174 - OFFICE OF RATE REVIEW

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #64203.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 9/14/2004
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/23/2004	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 10/12/2004
State Archivist <i>Original signature held on file.</i>	Date 10/14/2004	Records Analyst <i>Original signature held on file.</i> Date 8/20/2004

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - External/Internal Audit Files This series consists of grantee, contractor and departmental audits. Includes full cost of care reports, audit workpapers and reports. Arranged alphabetically by contractor or grantee.		C+9		C = Until audit is completed, rate is set and related appeals are exhausted.
002 - Medicaid Audit Files This series consists of Medicaid provider (hospitals and nursing homes) audits. Includes full cost of care reports, desk reviews, field audits, workpapers, adjustments, and final settlements. Arranged alphabetically by provider.		C+9		C = Until audit is completed, rate is set and related appeals are exhausted.
003 - Provider Correspondence This series consists of incoming and outgoing correspondence with providers. Arranged alphabetically by provider.		8		
004 - Facility Files (Historical) Fileset consists of documents of continuing interest with regard to facility audits. Arranged alphabetically by facility.		PO		
005 - Facility Rate Setting Files This series consists of facility financial records, department backup documentation for rate setting, facility year end conformance reports, exceptional relief workpapers, certificate of need workpapers, swing bed rates. Arranged alphabetically by facility.		C+9		C = Until audit is completed, rate is set and related appeals are exhausted.
006 - Appeal Files Consists of correspondence, settlement and legal documents relating to facility appeals.		C+9		C = Until audit is completed, rate is set and related appeals are exhausted.
007 - Commission Meeting Files Consists of audio tapes of meeting, minutes, agendas and backup documentation.		PA	Y	These records possess long term research value and document agency activities and accomplishments. Annual accrual rate is less than one cubic foot.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	Format Key H = Hardcopy E = Electronic D = Database M = Microform	Bus. Ess = Business Essential 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
008 - Reading File Outgoing correspondence with selected attachments. Arranged chronologically.		7		Justification for 7-year retention: Administrative Management need.
009 - Regulatory Workpapers Consists of workpapers necessary for implementing changes in regulations. Arranged alphabetically by topic.		C		C = Until administrative/management need is met.
010 - Reports & Studies Miscellaneous internal/external reports and studies. Includes findings and inflation factor workpapers.		C		C = Until administrative/management need is met.
011 - State Plan Files Consists of correspondence with the Health Care Financing Administration regarding inpatient and long term care state plans.		C		C = Until administrative/management need is met.
012 - Public Information Requests Consists of external information requests and copies of department replies including attachments or description of attachments. Arranged chronologically.		7		

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