



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division of Administration

Division: Department Directors Office

Sub-Section:

TITLE: Deposit Receipts **CUTOFF:** End of State Fiscal Year

DESCRIPTION: Documentation supporting the deposit of receipts for cash, checks, money orders, or automated clearing house payments received by the agency; along with any related back up documentation. **RETENTION:** Years: 5 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 23388 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/13/2011

TITLE: Environmental Protection Agency Grant Files **CUTOFF:** EOSFY in which Final Financial Status Report Submitted

DESCRIPTION: Records related to the expenditure of funds received under an Environmental Protection Agency (EPA) grant. Includes applications, grant awards, supporting documentation, reports, expenditure records and other related documentation. Records kept per 40 CFR 35.6705. **RETENTION:** Years: 10 Months: 0 Days: 0

NOTES: Documents remain active until project is complete, reporting requirements are satisfied, and final payments are received. **DISPOSITION ACTION:** Destroy

SERIES #: 23387 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/13/2011

TITLE: Federal Grant Files **CUTOFF:**

DESCRIPTION: Federal Grant Files. Including CSA **RETENTION:** Years: 5 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 7808 **SERIES STATUS:** Approved **APPROVAL DATE:** 02/27/1992

TITLE: Federal Indirect Cost Report Proposals **CUTOFF:** End of State Fiscal Year

DESCRIPTION: Record includes the Department of Health and Senior Services financial statements, budgets, accounting and expenditure reports and organizational charts. These documents are used to develop and submit the annual indirect cost report proposal to the United States Department of Health and Human Services. **RETENTION:** Years: 5 Months: 0 Days: 0

NOTES: **DISPOSITION ACTION:** Destroy

SERIES #: 7842 **SERIES STATUS:** Approved **APPROVAL DATE:** 10/13/2011



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division of Administration

Division: Department Directors Office

Sub-Section:

TITLE: Financial Fund Reports	CUTOFF: End of State Fiscal Year	
DESCRIPTION: Records include internal reports sent to federal agencies and supporting documentation from the State Accounting System on the activity for funds administered by the department.	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 22744	SERIES STATUS: Approved	APPROVAL DATE: 10/13/2011
TITLE: Payment Correction and Cancellation Documentation	CUTOFF: End of State Fiscal Year	
DESCRIPTION: Records include journal voucher requests, a copy of a completed journal voucher, documentation of original payment, check cancellation form, a copy of the check that was cancelled and payment information from the cancelled check. These records are used to correct a payment voucher or cancel a check made out by the agency.	RETENTION: Years: 5 Months: Days:	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 23022	SERIES STATUS: Approved	APPROVAL DATE: 10/13/2011
TITLE: Special reports to federal agencies	CUTOFF:	
DESCRIPTION: Special reports to federal agencies. Including CSA.	RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7795	SERIES STATUS: Approved	APPROVAL DATE: 02/27/1992