Retention and Classification Report

Agency: Attorney General's Office. Medicaid Fraud Unit (637)

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AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83744 3
TITLE: Case file card index
DATES: 1980-
ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a manual intelligence system indicating the number of times and occurances that places and/or people have been investigated for complaints in regards to medicaid. Includes information on date of birth, social security number, employment history, name, address, and companies or employees or people associated with companies (such as a nursing home, etc.).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative
The division is looking at computerizing but due to the small volume of records they are not overly concerned with making this a priority. The retention is based on the agency need.

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83744
TITLE: Case file card index

(continued)

PRIMARY CLASSIFICATION:
Controlled

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 3359 3
TITLE: Daily activity log reports
DATES: i 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These are daily activity reports filled out by each employee to provide justification as to their whereabouts and cases they may be involved with. Includes information on hours worked, pertinent case information, etc.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 3359
TITLE: Daily activity log reports

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83745 3
TITLE: Employee field files
DATES: 1980-
ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files are maintained by the supervisors on the employees that they supervise. They can contain more information than a personnel file and are a working file. They could include memos, position description questionnaires, performance plans and appraisals, copies of the outcomes of internal affairs investigations, and other personal information that might need to be collected.

RETENTION:

Retain 5 years after employee terminates.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after employee terminates and then destroy.

APPRAISAL:

Administrative
These are administrative files and the retention is based on the agency need and use.

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83745
TITLE: Employee field files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 3362 3
TITLE: Investigative funds statements and receipt files

DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

AUTHORIZED: 03/26/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 3362
TITLE: Investigative funds statements and receipt files

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Controlled

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83723 3
TITLE: Investigator case files
DATES: 1980-
ARRANGEMENT: Alphabetical by case name
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These are criminal investigation files maintained by the investigator at the bureau. They include medical provider records such as hospital records and nursing home records (these types of records are microfilmed). These records actually belong to the providers and are microfilmed and that film becomes part of the file and is used by this agency in their investigations. Investigations can be ongoing so it is necessary that these records are microfilmed rather than maintained. Also include medicaid billing records, interviewing logs (employees, patients, and others that might be involved), and all other investigative information.

RETENTION:

Retain 7 years after case is closed.

DISPOSITION:

Destroy provided all litigation has been resolved.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all litigation has been resolved.

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83723
TITLE: Investigator case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:
Protected

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83746 1
TITLE: Master case files
DATES: 1980-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy provided all litigation issues have been resolved.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after case is closed and then transfer to State Records Center provided all litigation issues have been resolved. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 83746
TITLE: Master case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: Attorney General's Office. Medicaid Fraud Unit

SERIES: 3358 3
TITLE: Petty cash receipts
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/26/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public