

# Retention and Classification Report

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

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**Records Officer:** Kimber Ziemke

03359 \*Daily activity log reports  
83745 \*Employee field files  
03362 \*Investigative funds statements and receipt files  
83746 Medicaid Fraud Control Unit master case files  
83723 \*Medicaid fraud investigation case files  
03358 \*Petty cash receipts

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 3359

3

**TITLE:** Daily activity log reports

**DATES:** 1980-2014.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83745

3

**TITLE:** Employee field files

**DATES:** 1980-2014.

**ARRANGEMENT:** Alphabetical by name

**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:**

Until after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
These are administrative files and the retention is based on the agency need and use.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83745

**TITLE:** Employee field files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 3362

3

**TITLE:** Investigative funds statements and receipt files

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d) (2015)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10) (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83746

3

**TITLE:** Medicaid Fraud Control Unit master case files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

The Medicaid Fraud Control Unit investigates and prosecutes violations of state laws relating to fraud in connection with the Medicaid program (Utah Code 67-5-1(18)(2017)). These records document the investigation and prosecution (when applicable) of complaints made against institutions or individual providers (both medical and non-medical) suspected of committing fraud against the Medicaid program, or for abusing, neglecting, or exploiting vulnerable adults on Medicaid or in a facility that accepts Medicaid. Information may include the original complaint; investigative reports and notes; medical records from providers such as hospitals, nursing homes, physicians, etc.; records about medical providers; witness statements; video and audio interviews of accused, witnesses, or others involved; legal records such as subpoenas, hearings, court orders, etc.; and financial records, such as bank statements and processed checks. Any document or record found in these files may be the original record or may be a copy of the original.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83746

**TITLE:** Medicaid Fraud Control Unit master case files

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10) and (17)(2017)

**SECONDARY DESIGNATION(S):**

Exempt. 45 CFR 164 (2016) HIPAA

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83723

3

**TITLE:** Medicaid fraud investigation case files

**DATES:** 1980-2017.

**ARRANGEMENT:** Alphabetical by case name

**DESCRIPTION:**

These are criminal investigation files maintained by the investigator at the bureau. Records include medical provider records such as hospital records and nursing home records and are used by this agency in their investigations. Information may also include medicaid billing records, interviewing logs (employees, patients, and others that might be involved), and other investigative documentation.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

These records have administrative, and/or legal value(s).



**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 83723

**TITLE:** Medicaid fraud investigation case files

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10)(2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Attorney General's Office (Utah). Medicaid Fraud Control Unit

**SERIES:** 3358

3

**TITLE:** Petty cash receipts

**DATES:** 1980-2014.

**ARRANGEMENT:** Chronological

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.