

Retention and Classification Report

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

5272 College Dr. Suite 200
Murray, UT 84107
801-263-1363

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:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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:

Retain 5 years after employee terminates.

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:

Administrative

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:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/26/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

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 30 years after case is closed.

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:

Administrative Legal

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

ANNUAL ACCUMULATION:

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 7 years after case is closed.

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:

Administrative Legal

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

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:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.