

**PUBLIC HEALTH DEPARTMENT  
FISCAL SERVICES,  
INFORMATION TECHNOLOGY  
MULTI-PURPOSE SENIOR SERVICES  
SCHEDULE OF RECORDS FOR DESTRUCTION**

<u>Type of Record</u>	<u>Original or Copy</u>	<u>Period Covered</u>
Deposit Journal Entries	Copies	FY 92/93 through current FY plus 5 years
Accounts Receivable	Copies	FY 92/93 through current FY plus 5 years
Accounts Payable – claims, etc.	Copies	FY 92/93 through 3 years past last Medi-Cal Audit
Financial Statements	Originals	FY 92/93 through current FY plus 5 years
Working papers used in cost reports	Originals	FY 92/93 through 3 years past last Medi-Cal Audit
Depreciation schedules	Originals	FY 92/93 through 3 years past last Medi-Cal Audit
Support and detail of total FQHC visits	Originals	FY 92/93 through 3 years past last Medi-Cal Audit
Medi-Cal Program Remittance Advice	Originals	FY 92/93 through 3 years past last Medi-Cal Audit
Board of Director’s Minutes	Copies	FY 92/93 through 3 years past last Medi-Cal Audit
Grant Contracts;	Originals	FY 92/93 though current FY plus 5 years
Medi-Cal progress log	Originals	FY 92/93 through 3 years past last Medi-Cal Audit
Billing records	Copies	FY 92/93 through 3 years past last Medi-Cal Audit
Special Accounts	Original	FY 92/93 through current FY plus 5 years
EOB’s	Original	FY 92/93 through current FY plus 5 years

Cross Over Claims	Copies	FY 92/93 through current FY plus 5 years
Daily Cash Logs	Original	FY 92/93 through current FY plus 5 years
Medi-Care claims	Copies	FY 92/93 through current FY plus 5 years
Medi-Cal claims	Copies	FY 92/93 through current FY plus 5 years
HAP Claims	Copies	FY 92/93 through current FY Plus 5 years
State Claims	Copies	FY 92/93 through current FY plus 5 years
POE's	Copies	FY 92/93 through current FY plus 5 years
Receipt Books	Original	FY 92/93 through current FY plus 5 years
Insurance Reports	Original	FY 92/93 through current FY plus 5 years
Provider Index forms	Original	FY 93/94 through FY 94/95
Vendor Contracts	Copies	FY 96/97 through 5 years after expiration date
Client Information Forms (CIFs)	Copies	1994-2000
EDS Billing	Original	Current FY plus 5 years.
Expenditure Claims and back up	Copies	FY 92/93 though current FY plus 1 year
Service Program Utilization Summary (SPUS's)	Copies	FY 99/00 through FY 00/01
Service Authorization Form (SAF)	Copies	FY 99/00 through FY 00/01