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SPECIFIC SCHEDULE NO.: 602-002
AGENCY: Medical Assistance Services, Dept. of
DEPARTMENT: Administration Division
SUB-DEPARTMENT:
Approval Date: 01/04/1988

This agency-specific records retention and disposition schedule is referenced in the Library of Virginia's schedule-management database, Infolinx, but there is no printed version or signed cover page on file.

The series attached to this page were reported from Infolinx.

**LIBRARY OF VIRGINIA**

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 (804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 602-002
 Medical Assistance Services, Dept. of
 Administration Division

EFFECTIVE SCHEDULE DATE: 1/4/1988

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>CARS Reports</u> No series description available	015018	5 Years after end of state fiscal year	Confidential Destruction
<u>Computer Systems Documentation</u> No series description available	015013	3 Years after end of calendar year	Non-confidential Destruction
<u>Correspondence-Federal & State Agencies & Independent Institutions</u> No series description available	015007	5 Years after end of calendar year	Non-confidential Destruction
<u>Deposit Certificates</u> This series documents deposit certificates recieved by the Department of Medical Assistance Services from federal and state funds..	006194	5 Years after end of state fiscal year	Confidential Destruction
<u>Employee Payroll Records</u> No series description available	100535	5 Years after end of state fiscal year	Confidential Destruction
<u>Financial Reports - Internal & External</u> No series description available	015006	5 Years after end of state fiscal year	Confidential Destruction
<u>General Correspondence - (Incoming & Outgoing)</u> No series description available	015004	5 Years after end of state fiscal year	Non-confidential Destruction
<u>Indigent Health Care Study</u> Background data suporting information etc.	015129		Permanent, Archives
<u>Internal Audit Work Papers</u> No series description available	015001	10 Years after end of calendar year	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Personnel Recruitment</u>	015002	3 Years after event	Confidential Destruction
No series description available			
<u>Petty Cash Reports & Reimbursement Vouchers</u>	015025	5 Years after end of state fiscal year	Non-confidential Destruction
No series description available			
