



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 602-009
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
THIRD PARTY LIABILITY**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVALSTATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE RECORDS ADMINISTRATOR

AGENCY RECORDS OFFICER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE

11/30/01

PAGE 1 OF 4 PAGES

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.



RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 602-009
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
THIRD PARTY LIABILITY

EFFECTIVE SCHEDULE DATE JUN 01 2007

PAGE 2 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Administrative Management Records</u> Documents reference and management reports. Contains State policies, Federal interpretation of policies, reference materials, management assessments and reports.	100604	Retain 2 years, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Casualty Liens</u> Documents casualty cases with liens to recover funds paid by DMAS. Contains recipient history documentation and information, with paid claims histories with total recovery amount.	100605	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Casualty Research</u> Documents casualty cases with no recovery. Contains recipient history documentation and information to compile casualty data.	100606	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>Estate Receivable</u> Documents the funds recovered from recipient estates. Contains recipient history documentation and information, paid claims histories with total recovery actions from other forms of insurance or payment.	100607	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.


**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 602-009
 DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
 THIRD PARTY LIABILITY**

 EFFECTIVE SCHEDULE DATE JUN 01 2000 PAGE 3 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Estate Research</u> Documents estate information with no recovery. Contains recipient history documentation and information, paid claims histories with total recovery actions from other forms of insurance or payment.	100608	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>TPL Contract Documentation</u> Documents TPL contractor programs and amounts recovered by each category. Contains RFP, contracts, responses, amendments and additional correspondence between DMAS and contractor for TPL systems and programs.	100609	Retain 2 years after contract is terminated, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>TPL Health Insurance</u> Documents payments by health insurance, Medicare and absent parent insurance coverage. Contains recipient history documentation and information, paid claims histories with total recovery actions from other forms of insurance or payment.	100610	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.
<u>TPL Uninsured Absent Parent</u> Documents funds paid by DMAS and due from the absent parent. Contains recipient history documentation and information, paid claims histories with total recovery actions from other forms of insurance or payment.	100611	Retain 2 years after case is closed, then transfer to the Records Center, Library of Virginia. Retain in Records Center 3 years. Total retention 5 years, then destroy in compliance with No. 8 on schedule cover page.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. 602-009
DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
THIRD PARTY LIABILITY**

EFFECTIVE SCHEDULE DATE JUN 01 2000

PAGE 4 OF 4 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>TPLRS System Documentation</u> Documents TPLRS system and diagnostic development and testing criteria to standardize TPL actions.	100612	Retain 2 years after system is approved and audited, then transfer to the Records Center, Library of Virginia. Retain in Records Center 8 years. Total retention 10 years, then destroy in compliance with No. 8 on schedule cover page.