

# RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 10/2008)



Connecticut State Library  
 Office of the Public Records Administrator  
 231 Capitol Avenue  
 Hartford, CT 06106  
[www.cslib.org/publicrecords](http://www.cslib.org/publicrecords)

**RETENTION SCHEDULE**  
**# 08-8-1**

<b>AGENCY:</b> Department Of Administrative Services	<b>ADDRESS:</b> 165 Capitol Avenue Hartford, Ct 06106
<b>DIVISION / UNIT:</b> Collections Division	

This schedule is:  original  
 revised  
 If revised, previous retention schedule number(s): 03-1-1R

<b>RMLO (type or print):</b> Christopher Roberts	<b>TITLE (type or print):</b> Reimbursement Team Leader	<b>APPROVED (RMLO):</b> <i>Christopher M. Roberts</i> (signature on file)	<b>DATE:</b> 10/01/08
<b>APPROVED (State Archivist):</b> <i>Mark H. Jones</i> (signature on file)	<b>DATE:</b> 10/9/08	<b>APPROVED (Public Records Administrator):</b> <i>Eunice G. Dibella</i> (signature on file)	<b>EFFECTIVE DATE OF SCHEDULE:</b> 10/10/08

Item Number	RECORD SERIES <sup>1</sup> TITLE	APPROVED RETENTION PERIOD			Legal Requirements
		Office (A)	Off-site <sup>2</sup> (B)	Total (A + B)	
1	Case Intake and Process Notes (Non-Pay Cases) Consisting of background information gathered on potential cases referred by DMHAS, DCF, DDS or other state agency which do not become paid cases.	6 months from date of entry into system designating referral as non-pay	N/A	6 months from date of entry into system designating referral as non-pay	
2	Case Files (Medicaid, Medicare and Recovery Claims) Consisting of referrals, process notes and billing information for Title 19 payments or for recovery from accident settlement liens, decedent estate/inheritance reimbursements for past state support including time incarcerated in a state prison. Arranged by type of claim then alphabetically by name of individual.	3 months after date case closed	6 years and 9 months after date case closed	7 years after date case closed	

<sup>1</sup> A Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

<sup>2</sup> The State Records Center or an approved off-site facility. Records with a permanent retention period cannot be stored at the State Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.