

3. Legal actions
4. Let certification lapse

These providers move from open to closed files and remain on site for 1 yr unless management decides they are a DNA (Do NOT Archive) for special reasons such as lawsuits or ongoing sanctions. All other provider files are sent to offsite storage for an additional 6 years.

Closed providers are moved from a hard file (described above as the multi part files) to a soft file (known as manila folders). They are labeled as follows:

AGENCY		
PROVIDER #		CLOSED DATE

As part of the process of moving from a hard to soft file the end dates are checked in DS3 & MMIS as well as any Work Orders for ACS done as needed. On the body of the file on the right hand side will be the closed date hand written and should match the closed date on the label.

V. Provider Certification Archiving

Closed provider certification files should be pulled from the active cabinets every year to make room for new providers. These are stored in cabinets filed by year and then alphabetically. The closed provider certification files will need to be sent to archiving about once per year to make space for new closed providers. All archiving follows the Records Retention Schedule, Schedule Number 67600 Approved August 2007.

NEW ARCHIVING PROCEDURE UNDER DEVELOPMENT DUE TO NEW DATABASE