Archive Status Category Guide

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An Archive Guide I had to craft and is used all the time for the Certification files.

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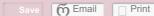
DS3 vs Record Retention Schedule

DS3 Status	Type of Archive status	Retention Schedule	Notes
Active	Off site	1.1	Offsite storage may include site reviews
Inactive – Application Withdrawn	Not archived	N/A	Sent back to provider
Inactive – Certified but Enrollment Pending	Not archived	NA/	Can convert to an NE
Inactive – Decertified/Disenrolled/Terminated	Involuntary	1.4	Major Department Action may include site reviews
Inactive –Denied Initial Application	Not archived	N/A	Sent back to provider
Inactive –Denied Renewal Application	Involuntary	1.4	Sent back to provider
Inactive –Did Not Reapply, Cert. Expired	Voluntary	1.2	Voluntary closure
Inactive – Initial Application Pending	Not archived	N/A	Just received may convert to a denial, withdrawn, enrollment pending or active
Inactive –Returned Incomplete Application	Not archived	NA/	Sent back to provider
Inactive –Voluntary Closure	Voluntary includes -NE	1.2	Provider requests to close may include site reviews
Voluntary Closed – Auxiliary	Not a DS3 Status	1.3	Includes forgotten items found after main file has been archived
Involuntary Closed – Auxillary	Not a DS3 Status	1.5	Includes forgotten items found after main file has been archived

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