Archive Status Category Guide

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

**Archive Status Category Guide**

**DS3 vs Record Retention Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **DS3 Status** | **Type of** | **Retention** | **Notes** |
|  | **Archive status** | **Schedule** |  |
|  |  |  |  |
| 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| Inactive – Application Withdrawn | Not archived | N/A | Sent back to provider |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 | Not archived | NA/ | Can convert to an NE |
| Pending |  |  |  |
|  |  |  |  |
| Inactive – | Involuntary | 1.4 | Major Department Action |
| Decertified/Disenrolled/Terminated |  |  | 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|  |  |  | to a denial, withdrawn, |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 | Not archived | NA/ | Sent back to provider |
| Application |  |  |  |
|  |  |  |  |
| Inactive –Voluntary Closure | Voluntary | 1.2 | Provider requests to close |
|  | includes -NE |  | may include site reviews |
|  |  |  |  |
| Voluntary Closed – Auxiliary | Not a DS3 | 1.3 | Includes forgotten items |
|  | Status |  | found after main file has |
|  |  |  | been archived |
|  |  |  |  |
| Involuntary Closed – Auxillary | Not a DS3 | 1.5 | Includes forgotten items |
|  | Status |  | found after main file has |
|  |  |  | been archived |