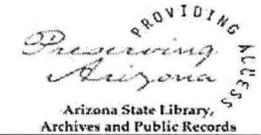




**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**Schedule Number:  
999-15-14**

**Department of Child Safety  
Child Safety Operations  
Comprehensive Medical and Dental Program**

- Authority:** Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal.
- Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule, contact the Records Management Center to request a change to the retention period.
- Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.
- Supersedence:** This schedule supersedes Economic Security, Division of Children, Youth and Families, Comprehensive Medical and Dental Program, Schedule # 37-12-47, 6/15/2012.

Approval Recommended by: <i>Michael Yearsley</i>	Date: <i>7/24/14</i>	Approval Authorized by: <i>Joan Clark</i>	Date: <i>7-28-2014</i>
Michael Yearsley, Records Officer, Department of Economic Security		Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by: <i>Karen C. Gray</i>	Date: <i>7/28/14</i>	Archival review and approval by: <i>Melanie Sturgeon</i>	Date: <i>7/28/2014</i>
Karen C. Gray Records Manager, Records Management Center		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

**RECORDS MANAGEMENT CENTER**

**Records Retention Schedule for  
Department of Child Safety  
Child Safety Operations  
Comprehensive Medical and Dental Program**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Comments</u>
1.	<b>Medical Services Records</b> Member medical Records for Children with an Initial Enrollment Period Prior to September 1, 1999		
	a. Children through age 4	21	After date of disenrollment
	b. Children ages 5 through 8	16	After date of disenrollment
	c. Children ages 9 through 12	12	After date of disenrollment
	d. Children ages 13 through 18	8	After date of disenrollment
	e. Young Adult Program (YAP)	6	After child's 18 <sup>th</sup> birthday
2.	<b>Medical Services Records</b> Member medical records for children with an initial enrollment period after September 1, 1999	28	After date of initial enrollment
3.	<b>Medical Behavioral Health Record</b> For children with an initial enrollment period prior to September 1, 1999		
	a. Children through age 4	21	After date of disenrollment
	b. Children ages 5 through 8	16	After date of disenrollment
	c. Children ages 9 through 12	12	After date of disenrollment
	d. Children ages 13 through 18	8	After date of disenrollment
	e. Young Adult Program (YAP)	10	After case closed
4.	<b>Medical Behavioral Health Record</b> For children with an initial enrollment period after September 1, 1999	28	After date of initial enrollment
5.	<b>Claims Records</b> Including supporting documents	28	After date of initial enrollment
6.	<b>IPRT Staffing Minutes</b>	6	After fiscal year created or

**Records Retention Schedule for  
Department of Child Safety  
Child Safety Operations  
Comprehensive Medical and Dental Program**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Comments</u>
			received
7.	<b>Coordination of Benefits Records</b>	6	After fiscal year created or received
8.	<b>Reinsurance Records</b>	6	After fiscal year created or received
9.	<b>Third Party Liability Records</b>	6	After fiscal year created or received
10.	<b>Recoupment Records</b>	6	After fiscal year created or received
11.	<b>Provider Records for Network Providers</b>	6	After terminated
12.	<b>Provider Records for Non-Network Providers</b>	6	After date of last payment
13.	<b>Grievances</b> For children with an initial enrollment period prior to September 1, 1999		
	a. Children through age 4	21	After date of disenrollment
	b. Children ages 5 through 8	16	After date of disenrollment
	c. Children ages 9 through 12	12	After date of disenrollment
	d. Children ages 13 through 18	8	After date of disenrollment
	e. Young Adult Program (YAP)	6	After child's 18 <sup>th</sup> birthday
14.	<b>Grievances</b> For children with an initial enrollment period after September 1, 1999	28	After date of initial enrollment
15.	<b>Quarterly Grievance Reports</b>	6	After date of report
16.	<b>Age of Majority Records</b>	5	After closed
17.	<b>Closed Foster Care Case</b>	5	After closed



# Disposition Schedule for

DCS00-CMDP0

Arizona Department of Child Safety - Child Safety Operations - Comprehensive Medical and Dental Program

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
<b>Age of Majority Records</b>	849		0	5	5	After closed	999-15-14, Item #16
<b>Title XIX Records</b>	850		0	6	6	After closed	999-15-14, Item #18
<b>Claims Records</b>	910		0	28	28	After date of initial enrollment	999-15-14, Item 5
<b>Medical Services Records - Children Through Age 4</b>	911		0	21	21	After date of disenrollment	999-15-14, Item 1.a.
<b>Medical Services Records - Children Ages 5 - 8</b>	912		0	16	16	After date of disenrollment	999-15-14, Item 1.b.

# Disposition Schedule for

DCS00-CMDP0

Arizona Department of Child Safety - Child Safety Operations - Comprehensive Medical and Dental Program

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
<b>Medical Services Records - Children Ages 9 - 12</b>	913		0	12	12	After date of disenrollment	999-15-14, Item 1.c.
<b>Medical Services Records - Children Ages 13 - 18</b>	914		0	8	8	After date of disenrollment	999-15-14, Item 1.d.
<b>Medical Services Records - Young Adult Program (YAP)</b>	915		0	6	6	After child's 18th birthday	999-15-14, Item 1.e.
<b>Medical Behavioral Health Records</b>	916		0	28	28	After date of initial enrollment	999-15-14, Item 4
<b>Coordination of Benefits Records</b>	917		0	6	6	After fiscal year created or received	999-15-14, Item 7
<b>Closed Foster Care Case Records</b>	918		0	5	5	After closed	999-15-14, Item 17

# Disposition Schedule for

DCS00-CMDP0

Arizona Department of Child Safety - Child Safety  
Operations - Comprehensive Medical and Dental  
Program

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
<b>Child Protective Services (CPS) On-going Case Records</b>	919		0	20	20	After closed	999-15-14, Item 21
<b>Grievances</b>	920		0	28	28	After date of initial enrollment	999-15-14, Item 14
<b>Medical Services Records</b>	921		0	28	28	After date of initial enrollment	999-15-14, Item 2