

1. Record Custodian
2. PRD-Numerical
3. PRD-Custodian

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. 09590

Date November 28, 1994 .....

To Custodian of Public Records

..... Ruth A. Rivers, Director .....

Office .. Division of Rate Setting .....

Address .....

Your request dated May 31, 1994 ..... asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001.	<u>Rate Letters and Memos</u> Letters and forms notifying providers (nursing facilities and Intermediate Care Facilities for the Mentally Retarded) and Department of Social Welfare and Department of Mental Health/Mental Retardation of desk review and audit results, summaries of findings, rate notifications, determinations and certifications. R.S. #1 1/177	CR+15 Retain in office 7 years, then transfer to State Records Center. Hold 8 years then destroy. <b>RESTRICTED</b>
002.	<u>Appeals</u> Files relating to appeals of Division of Rate Setting final orders to the Secretary of Human Services and the courts. R.S. #3 1/181	CR+15 Retain in office 5 years then transfer to State Records Center. Destroy after 10 years.
003.	<u>Intermediate Care Facilities/Mental Retardation Files (Current)</u> These documents refer to facilities currently in the Medicaid program. Cost report files include annual and special cost reports, supporting financial documentation, financial statements, correspondence relating to the review or audit of the cost reports, auditors' workpapers, review or audit findings, internal appeals of findings; other correspondence with individual facilities. R.S. #4 1/178	CR+6 Retain in office three years then transfer to State Records Center. Hold until 6 years old, resurvey then and every 5 years by Rate Setting Division for destruction. <b>CONFIDENTIAL - RESTRICTED</b>
004.	<u>Cost Report Files for Nursing Facilities and Intermediate Care Facilities/Mental Retardation (old)</u> Cost report files for nursing facilities no longer participating in Medicaid program, includes: Annual and special cost reports, supporting financial documentation, financial statements, correspondence relating to the review or audit of the cost reports, auditors' workpapers, review or audit findings, internal appeal of findings; other correspondence with individual facilities; Master files include documents which apply for a longer time period than cost report files; rate case litigation. R.S. #5 1/177	CR+6 Retain in office until after sale of facility then transfer to State Records Center. Hold until 6 years after transfer, resurvey then and every 5 years thereafter by Rate Setting Division. <b>CONFIDENTIAL - RESTRICTED</b>

.....  
*D. Gregory Sorenson*  
 Public Records Director  
 Chairman, Public Records Advisory Board

Approved: .....

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- 3. PRD-Custodian

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **09501**

Date **November 28, 1994**



To Custodian of Public Records

**Ruth A. Rivers, Director**  
 .....  
 Office **Division of Rate Setting**  
 .....  
 Address .....

Your request dated **May 31, 1994** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
005.	<p><b><u>Nursing Facility Files (current)</u></b>            Documents relating to nursing facilities currently participating in the Medicaid program. Cost Report files include: Annual, special cost reports and Certificate of Need cost reports, supporting financial documentation, financial statements, correspondence relating to the review or audit of the cost report, auditors' workpapers, review or audit findings, internal appeal of findings; other correspondence with individual facilities; Master files include documents which apply for a longer time period than cost report files and are useful for successive reviews and audits. R.S. #6 11/78</p>	<p>CR+6            Retain in office until after rebase then transfer to State Records Center. Hold until 6 years after transfer, resurvey then and every 5 years thereafter by Division of Rate Setting for destruction.            CONFIDENTIAL</p>

  
 .....  
 Public Records Director  
 Approved:   
 .....  
 Chairman, Public Records Advisory Board

- 1. Record Custodian
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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **09597**

Date **November 28, 1994**

To Custodian of Public Records

**Ruth A. Rivers, Director**

Office **Division of Rate Setting**

Address

Your request dated **May 25, 1994** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001	<u>Rulemaking Files</u> Materials relating to rule making under the Administrative Procedures Act, including texts, correspondence public comments and transcripts. 1/82	Retain in office until rules are revised, then destroy.

Approved: *D. Gregory Sartori*  
 Chairman, Public Records Advisory Board

*Ruth A. Rivers*  
 Public Records Director

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- 3. PRD-Custodian

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. **09559**

Date **February 14, 1995**



To Custodian of Public Records

**Ruth Rivers, Director**  
 Office **Division of Rate Setting**  
 Address **103 South Main Street**  
**Waterbury, VT**

Your request dated **May 31, 1994** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001.	<u>State Plan Amendment Files</u> Documents relating to Appendix 4.19D of the Vermont Medicaid State Plan adopted under §1902 of the Federal Social Security Act; including text, assurances, findings and correspondence. R.S.#2 <i>1982</i>	CR+15 Retain in office until general revision then transfer to State Records Center. Hold 10 years, or less if Federal audit has been completed.  (Division of Rate Setting to advise when audit has been completed.)

  
 Public Records Director  
 Approved:   
 Chairman, Public Records Advisory Board

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**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORD DIVISION**  
 Montpelier, Vermont

No. 09561

Date ... February 14, 1995 .....

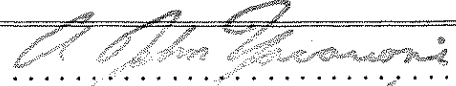

To Custodian of Public Records

Ruth A. Rivers, Director  
 Office Division of Rate Setting  
 Address 103 South Main Street  
 Waterbury

Your request dated May 25, 1994 asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
001.	<p><u>Duplicate Cost Reports and Supplemental Financial Information</u>            Duplicates of materials in Nursing Facility Files (current) and Intermediate Care Facilities/Mental Retardation files (current) kept for convenience in responding to requests for copies.</p> <p>(Cost Reports filed after 10/01/1990 are considered public records per Federal guidelines.)</p> <p>1990</p>	<p>Retain in office three years then destroy.            RESTRICTED</p>

  
 Public Records Director  
 Approved:   
 Chairman, Public Records Advisory Board

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

**DISPOSITION ORDER**

State of Vermont  
 Agency of Administration  
**PUBLIC RECORDS DIVISION**  
 Middlesex, Vermont

No. **010009**

To: Custodian of Public Records

Date: **March 31, 2000**

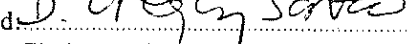
**Agency of Human Services – Division of  
 Rate Setting**

Your request dated **October 11, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><b>Special Projects and Analysis R/S 009</b></p> <p>Miscellaneous files relating to special reviews or analyses carried out by the Division in support of its rate setting responsibilities or at the request of the AHS Secretary or other departments. Files may include routine correspondence, accounts, reports, spreadsheets findings, surveys etc.</p>	<p><b>CR+6</b></p> <p>Hold in office area for one year then transfer to State Records Center. Hold until 6 years old then recycle.</p> <p>Restricted by            Dept. Reg. 96-1</p>

Approved:  Public Records Director

Approved:  Chairman, Public Records Advisory Board

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORDS DIVISION**  
 Middlesex, Vermont

No. **010010**

To: Custodian of Public Records

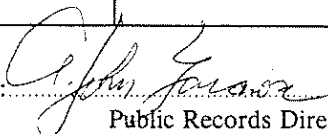
Date: **March 31, 2000**

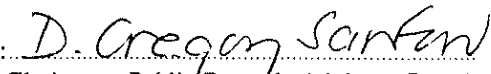
**Agency of Human Services – Division of  
 Rate Setting**

Your request dated **October 11, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><b>Reviews of Community Mental Health and Developmental Disability Providers R/S 008</b></p> <p>Documents relating to fiscal and cost reviews, including correspondence, print-outs, reports, accounts, findings, surveys etc.</p>	<p><b>CR+7</b>            Hold in office area for one year then transfer to State Records Center. Hold until 7 years old then recycle.</p> <p>Restricted by            Dept. Reg. 96-1</p>

Approved:   
 Public Records Director

Approved:   
 Chairman, Public Records Advisory Board

1. Minute Book
2. Agency/Dept. File
3. Requesting Agency/Dept.

**DISPOSITION ORDER**  
 State of Vermont  
 Agency of Administration  
**PUBLIC RECORDS DIVISION**  
 Middlesex, Vermont

No. **010011**

To: Custodian of Public Records

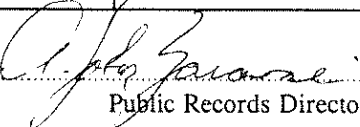
Date: **March 31, 2000**

**Agency of Human Services – Division of  
 Rate Setting**

Your request dated **October 11, 1999** asking permission for continuing authority for disposition of certain public records has been considered and these records carefully analyzed.

It is hereby adjudged by the Public Records Director that the following records as listed below, will have no further value after the specified period of time. Continuing Authority for disposition of the same is hereby granted, after the retention period indicated, and you are ordered to make record of this authority in accordance with Title 22 V.S.A. §454.

Item	Description	Retention and Disposition
.001	<p><b>Children's Residential Private Non-Medical Institutions (PNMI) R/S 010</b></p> <p>Documents relate to children's residential facilities that provide services through the PNMI Medicaid program. Rate files include annual funding applications, rate calculations, supporting information, financial statements, correspondence relating to the review of the funding applications, auditor's workpapers, review or audit findings, internal appeals of findings.</p>	<p><b>CR+4</b></p> <p>Hold in office area for one year then transfer to State Records Center. Hold until 4 years old then recycle.</p>

Approved:   
 Public Records Director

Approved:   
 Chairman, Public Records Advisory Board