



**Procedure Manual  
Florida Health Maintenance Organization Consumer  
Assistance Plan**

**Number: 2.18**  
**Subject: Record Destruction**

<b>Category:</b> Records Policies	<b>Original Date:</b> Jan. 5, 2012
<b>Approval:</b> Board of Directors	<b>Revision Date:</b> Dec. 11, 2012
<b>Responsible Party:</b> Plan Manager	<b>Distribution:</b>

**Purpose:**

To ensure proper destruction of HMOCAP records and documentation of such destruction.

**Procedure:**

After the appropriate time period has expired, the HMOCAP shall destroy sensitive documents to ensure confidentiality. These include, but are not limited to, the following documents:

1. Personnel records;
2. Insolvency information;
3. Insolvent HMO member information;
4. Litigation records;
5. Bank statements;
6. Budgets;
7. Canceled checks;
8. Contracts; and
9. Claims.

Records shall be destroyed only after the retention period for the record to be retained, as outlined in Appendix C, has passed.<sup>1</sup> The Records Management Liaison Officer ("RMLO"), as described in section 2.19, shall not destroy any records without the prior documented approval of the Board of Directors.

The destruction of records shall be in accordance with Florida law, including any guidelines adopted by the Division of Library and Information Services of the Department of State pursuant to Section 119.021(2)(a), Florida Statutes (2011), and that are in effect at the time of the destruction of the records. The RMLO is authorized to complete or submit any forms deemed necessary in conjunction with the destruction of

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<sup>1</sup> On December 11, 2012, the HMOCAP Board of Directors decided that the retention period in Appendix C for federal income tax records shall be increased from 4 to 7 years.

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the records. The RMLO shall ensure that the documentation of any record destruction is maintained as a permanent record of the HMOCAP.