

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea, Bureau Chief	FROM:	Name and Title: Rob Tallon, Director
	Organizational Unit: DDP Central Office		Organizational Unit: REACH, INC
	Address: 111 Sanders, Helena, Mt		Address: Bozeman, MT.

1. TYPE OF REQUEST: **9** Follow-up to Verbal Request - Date of Verbal Request: _____ **X** Written Request

2. STATEMENT OF QUESTION OR ISSUE: How long do providers need to keep documentation of federally required background checks? Is this requirement in state rule, policy or federal code?

References:

ANSWER: Employment records including background check documents should be retained as long as the individual continues employment. After termination of employment the employer should retain the employee file which includes the background check document per their respective personnel policies.

The Department of Public Health and Human Resources does not have a specific rule or policy which mandates record retention for background checks.

References:

 Approved and Issued by: _____
 Date: 3-23-12

STATE USE ONLY	4: DISTRIBUTION: One Copy: _____ One Copy: _____ One Copy: _____ Additional Copies: <u>9</u> _____ <div style="text-align: right;">Requestor Manual Coordinator Division Files</div>	5: FOLLOW-UP: 9 To be issued as Bulletin to: _____ <div style="text-align: right;">(Division Administrator)</div> Manual. Expected Date of Issuance: _____ 9 A.R.M. Change 9 State Plan Change
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