

MOLINA HEALTHCARE, INSURANCE COMPANY

Policy and Procedure No. AD-02
Department: Administration
Title: Document Retention and Destruction Policy
Effective Date: January 1, 2009
Reviewed and Revised Date: 10/27/2010
Reviewed Only Date:
Supersedes and replaces: AD-03 Date: 1/1/2009

J. Mario Molina, M.D. President and Chief Executive Officer
Signature: <i>Joseph M Molina</i>
Date:

I. PURPOSE

This Document Retention and Destruction Policy for Molina Healthcare Insurance Company (MHIC) is designed to set specific time frames for document retention and destruction. This policy covers all of the documents and records generated and maintained by the Company except those specifically mentioned herein. Regular periodic destruction of documents avoids clutter, confusion, and eliminates identical copies of the same document or drafts that are no longer useful and protects privacy and confidentiality.

II. POLICY

Retention of documents may be in the form of electronic media, print or tape. Permanent Documents, as identified below, should be retained indefinitely. These documents have ongoing significance for the business. These documents should be retained in accordance with standard operating procedures, secure and confidential where appropriate. Non-Permanent documents and records must be retained for ten (10) years.

However, if you learn of an imminent or pending government investigation, administrative proceedings or litigation that may involve documents generated or maintained by Molina, notify the Office of Legal Affairs immediately. The Office of Legal Affairs will inform Molina employees if these guidelines are to be suspended as a result of imminent or pending government investigation, administrative proceedings or litigation. In that circumstance, no document relevant to that proceeding may be destroyed regardless of the age of the document or record until further notice from the Office of Legal Affairs. If there are any questions as to whether a document is relevant and should be retained, the Office of Legal Affairs shall be consulted immediately.

III. PROCEDURE

MHIC shall conduct, beginning in January 1, 2009 and at least annually thereafter, a formal record purging process, in which all Non-Permanent Documents older than ten (10) years should be destroyed. Physical copies of documents are to be shredded, while electronic data shall be deleted or erased leaving no ability to restore or retrieve the data.

Policy and Procedure No: AD-03	Department: Administration
Title: Document Retention and Destruction Policy	

If there are any questions as to whether a document should be retained and/or for how long, please consult the Office of Legal Affairs. Any requests for exemptions to this Policy should be directed to the Office of Legal Affairs. When in doubt, retain a document until you are sure that it is appropriate to discard it.

IV. PERSONNEL RECORDS

Generally, personnel records may be destroyed after seven (7) years except under special circumstances such as OSHA requirements, CMS regulations, litigation holds, etc.

V. DEFINITIONS

The terms “documents” and “records” include all forms of data retention, whether physical, electronic or otherwise. This Policy includes both originals and copies, without distinction.

Documents fall into two categories: Permanent and Non-Permanent. Permanent documents are identified below. All other documents are Non-Permanent.

- Executed Final Transaction Documents
- Annual Director’s Reports
- Annual Financial Reports
- Budgets
- Policies
- Audit Reports
- Building Specifications
- Regulatory Filings