

Archive Status Category Guide
DS3 vs Record Retention Schedule

| DS3 Status | Type of Archive status | Retention Schedule | Notes |
|---|-------------------------------|---------------------------|--|
| Active | Off site | 1.1 | Offsite storage may include site reviews |
| Inactive – Application Withdrawn | Not archived | N/A | Sent back to provider |
| Inactive – Certified but Enrollment Pending | Not archived | NA/ | Can convert to an NE |
| Inactive – Decertified/Disenrolled/Terminated | Involuntary | 1.4 | Major Department Action may include site reviews |
| Inactive –Denied Initial Application | Not archived | N/A | Sent back to provider |
| Inactive –Denied Renewal Application | Involuntary | 1.4 | Sent back to provider |
| Inactive –Did Not Reapply, Cert. Expired | Voluntary | 1.2 | Voluntary closure |
| Inactive – Initial Application Pending | Not archived | N/A | Just received may convert to a denial, withdrawn, enrollment pending or active |
| Inactive –Returned Incomplete Application | Not archived | NA/ | Sent back to provider |
| Inactive –Voluntary Closure | Voluntary includes -NE | 1.2 | Provider requests to close may include site reviews |
| Voluntary Closed – Auxiliary | Not a DS3 Status | 1.3 | Includes forgotten items found after main file has been archived |
| Involuntary Closed - Auxillary | Not a DS3 Status | 1.5 | Includes forgotten items found after main file has been archived |