

## **60.4 – Storage of Enrollment Forms**

**(Rev. 38, 10-31-03)**

The cost plan must retain enrollment forms while beneficiaries are members of the plan and for one year after disenrollment.

It is appropriate to allow for storage on microfilm or by other technologies, such as optical scanning, as long as all forms and associated documents stored in this manner are legible, including the signature, and easily accessible by reviewers.