



State of New Jersey

DEPARTMENT OF HUMAN SERVICES

DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

CN 712

TRENTON, NEW JERSEY 08625

(609) 588-2600

ALAN J. GIBBS
Commissioner

SAUL M. KILSTEIN
Director

MEDICAID COMMUNICATION NO: 92-15

DATE: April 28, 1992

TO: County Welfare Agency Directors
ISS Area Supervisors

SUBJECT: Records Retention Schedule

Procedural Bulletin No. 92-5 issued by the Division of Economic Assistance provided you with the revised Records Retention Schedule developed for the county welfare agencies and approved by the Department of State, Division of Archives and Records Management.

This letter serves to advise you that records retention guidelines set forth in that schedule shall apply for all Medicaid programs including New Jersey Care... Special Medicaid programs and IEVS related records and reports.

The attached copy of the revised Records Retention Schedule supercedes all previous copies. Additional copies should be reproduced locally.

Questions regarding this information should be referred to field service staff assigned to your county.

Sincerely,

A handwritten signature in cursive script, appearing to read "Saul M. Kilstein".

A handwritten word "for" in cursive script.

Saul M. Kilstein
Director

SMK:EI
Attachment

cc: Marion E. Reitz, Director
Division of Economic Assistant

Nicholas Scalera, Director
Division of Youth and Family Services

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C980000	SCHEDULE NUMBER 902	PAGE NUMBER 1 OF 20
DEPARTMENT County Welfare Departments/Boards of Social Services DIVISION BUREAU		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE <i>[Signature]</i>		DATE 6/3/91	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>[Signature]</i>	
			DATE 10/16/91	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN	RECORDS CENTER	DISPOSITION
	<u>Director and Deputy Directory's Office</u>			
0001-0000	Administrative Subject Files Contains correspondence, memoranda, publications (copies) and other information received and filed alphabetically.	3 yrs		Destroy
0002-0000	General Reference Manuals	Periodic review		Destroy
0003-0000	Minutes - (Welfare Board/Board of Social Services)			
0003-0001	Minutes - (Welfare Board/Board of Social Services) (Originals)	Permanent		Permanent
0003-0002	Minutes - (Welfare Board/Board of Social Services) (Copies)	Periodic Review		Destroy
0003-0003	Minutes - (Welfare Board/Board of Social Services) - Audio Tapes of Meetings	80 days or until summary or verbatim transcripts have been approved as minutes, whichever is later		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
2 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Document Control Unit</u>			
0050-0000	Medicaid Transaction Record Sheets Used for updating Medicaid Status and coverage on assistance cases and provides a record of all transactions.	6 yrs		Destroy
0051-0000	Fiscal Reports Includes reports dealing with AFDC grant, FS allotment and/or medicaid eligibility card issuances an any reports that serve as audit trail thereto. Examples CI120 AFDC Issuance for Year, PA7101 Warrant Register, CI799 Transaction Tracking List.	6 yrs		Destroy
0052-0000	Management Reports Reports regarding case activity or status used in an administrative or management purpose. Examples CI705-01 Cases Due for Review, CI706 Cases Due for Recertification, CI682 Social Security Numbers in Error.	2 yrs		Destroy
0053-0000	System Related Reports Reports generated that provide assistance to Local County Document Control Unit staff in the maintenance and operation of CODES. Examples - CI183 County Case Information, CI278 Error Status of Cases at Checkwrite, CI901-02 Exception Listing.	6 mos		Destroy
0054-0000	System Related Documentation and Correspondence Examples-CODES Instructions (current), CODES ARDC/Food Stamp Manual, Terminal Operators Manual, Problem and Activity Report.	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
3 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Finance Section</u>			
0100-0000	Accounting and Statistical Workpapers of Bank Reconciliations and Trial Balances	6 yrs		Destroy
0101-0000	ATP Cards (Authorization to Participate) Food Stamp Program	6 yrs		Destroy
0102-0000	Audit Reports Including Workpapers and Correspondence (State)	6 yrs		Destroy
0103-0000	Budget Reports and Workpapers	6 yrs		Destroy
0104-0000	County and Fiscal Records for Assistance Accounts, Administrative Accounts, Clearing and Trust Accounts, Child Support, Paternity and Home Energy Assistance Program, including: cancelled checks, bank account reconciliations/and expenditure reports.	6 yrs		Destroy
0105-0000	Disbursement Register (Cash Disbursement Printout)	6 yrs		Destroy
0106-0000	Disbursement Vouchers	6 yrs		Destroy
0107-0000	Insurance Policies	6 yrs after termination		Destroy
0108-0000	Ledgers - General, Cash Journals, and Ledger Cards (Original)	Permanent		Permanent
0109-0000	Monthly Assistance Rolls and Financial Records Forms PA-204, PA-205, PA-206	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
4 OF 20

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Finance Section (cont'd)

0110-0000

Payroll and Supporting Records

10 yrs

Destroy

0111-0000

State, Federal or Municipal Financial or
Statistical Studies

6 yrs

Destroy

0112-0000

State Invoice Forms 100, MA-100V (Copies)

3 yrs

Destroy

0113-0000

Computer Operations Source Documents

3 mos

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C980000	902	5 OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Food Stamp Program</u>			
0150-0000	<p>Case Files</p> <p>Include: Old Age Assistance, Assistance for the Blind, Disability Assistance, Nonpublic Assistance cases or any case containing an application or other document which resulted in the issuance or denial of food stamp benefits. Contains: identification Card FSP-903, Application Correspondence FSP-44, Third Party Review Sheet FSP-964, Municipal Verification FSP-905, Computer Control FSP-105, Eligibility Letter PA-15, Application and Affidavit PA-1J, Notification Letters, Benefit Computation Worksheets, etc...</p>	3 yrs after last payment or action		Destroy
0151-0000	Out Reach Program Reports	3 yrs		Destroy
0152-0000	<p>Subsidiary Control of Food Stamp Identification Cards FSP-957</p> <p>Consists of a listing of Food Stamp Identification Cards Issued, date, case number and name. Cards are issued monthly.</p>	3 yrs after last case on sheet is closed		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C980000	SCHEDULE NUMBER 902	PAGE NUMBER 6 OF 20	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Fraud Investigation Unit</u>				
0200-0000	Fraud Investigation Files	6 yrs after all findings are resolved unless in litigation		Destroy	
0201-0000	Issuance Books	6 yrs unless in litigation		Destroy	
0202-0000	Authorization to Participate (ATP) Cards	6 yrs unless in litigation		Destroy	
0203-0000	Management Information Systems Documents (CODES)	6 yrs unless in litigation		Destroy	
0204-0000	Income and Eligibility Verification System (IEVS) Management Reports Include Management Reports for (FAMIS) State Wage, Unemployment Insurance Benefits, Internal Revenue Service 1099 and Social Security Administration Wage. *Note: IRS 1099 and SSA Wage Management reports must be destroyed in accordance with Federal guidelines and must not be released to a private contractor and destruction must be witnessed by an agency employee in a confidential manner.	3 yrs after all audit findings are resolved unless in litigation		Destroy*	
0205-0000	Income and Eligibility Verification System (IEVS) Management Reports Destruction Log Consists of a log that indicates date of destruction, type of data/report, time period covered, and method of destruction. Used for IRS 1099 and SSA Wage Reports/Data.	Permanent		Permanent	

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C980000

SCHEDULE NUMBER

902

PAGE NUMBER

7 OF 20

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

Income Maintenance - Property and Resource Office

0250-0000

Agreement to Repay PA10D

6 yrs after
termination of
agreement

Destroy

0251-0000

Funeral Files

6 yrs after final
payment

Destroy

0252-0000

Foreclosure and Bankruptcy Files

7 yrs after final
action

Destroy

0253-0000

Recoupment Cards

6 yrs after final
recovery payment or
final action

Destroy

0254-0000

Supplemental Security Incomes - Billings

6 yrs

Destroy

0255-0000

Inquiry Form

Inquiry is completed whenever a potential client
inquires about program eligibility. Used to
obtain basic information which benefit the
interviewer at the time of application.

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
8 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Personnel and Training Section</u>			
0300-0000	Individual Personnel Files	6 yrs after termination of employment		Destroy
0301-0000	Timesheets	6 yrs		Destroy
0302-0000	Applications for Employment - Unsuccessful	3 yrs		Destroy
0303-0000	Civil Service Certification	3 yrs		Destroy
0304-0000	Promotional Announcements	Until application has expired		Destroy
0305-0000	Union Contracts	6 yrs after termination		Destroy
0306-0000	Training Pamphlets, Brochures and Booklets	Periodic review		Destroy
0307-0000	Training Requests Records which include training request forms, training announcements, receipts for workshops and seminars, including any authorization for expenditures of training funds for county training programs.	3 yrs after final payment		Destroy
0308-0000	Staff Development Record Basic information on each county employee which includes educational background, training courses and workshops attended.	Periodic review		Destroy
0309-0000	Training Reports, Count Training activities given each month provided to the Division of Public Welfare for cost allocation purposes.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C980000	902	9 OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Purchasing Section</u>			
0350-0000	Catalogs	Periodic review		Destroy
0351-0000	Equipment Inventories	2 yrs		Destroy
0352-0000	Invoices	6 yrs		Destroy
0353-0000	Purchase Orders			
0353-0001	Purchase Orders (Originals)	6 yrs		Destroy
0353-0002	Purchase Orders (Copies)	3 yrs		Destroy
0354-0000	Vouchers	6 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
10 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0400-0000	<p><u>Records Section</u></p> <p>Case Files, Denied, Rejected, Terminated and Index Cards</p> <p>Includes: AFDC (Aid to Families with Dependent Children) LB, AB (Assistance to the Blind) LP, AFWP (Aid to Families of Working Poor) ADC (Aid to Dependent Children) LM (Supplemental Security Income) LV (Vietnamese Assistance) LE (Cuban - Refugee Cases), Consist of case files that may contain: PA-1J Application and Affidavit for AFDC, MA, (Medical Assistance) CPP RRP, CHEP and Food Stamps PA-2, Resource Referral PA-2D, Summary Report PA-3A, Worksheet and Authorization for Public Assistance PA-3B, Evaluation of Capacity of Legally Responsible Relative to Support PA-5, Examining Physician's Report PA-5A, Report of Eye Examination PA-6, Medical-Social Information Report PA-6A, Interim Medical-Social Report PA-7, Report of Findings by Psychiatric Diagnostic Group PA-8, Record of Action: Medical Eligibility Factor PA-10D, Agreement to Repay Pa-11, Mortuary Affidavit (and Petition for Payment) PA-11B, Cemetary Affidavit and Petition for Payment) PA-12, Referral by State Mental Institution to Public Assistance Agency</p>	3 yrs after final agency action or court action which influence granting or recovery of assistance or the receipt of the final recovery payment, whichever is later		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
11 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<p>Records Section (cont'd)</p> <p>PA-14, Referral for Services</p> <p>PA-15, Notification Form</p> <p>PA-17B, Notice to State Correctional Institution (AFDC Case)</p> <p>PA-17C, Notice of County Welfare Board Action on Aid to Families with Dependent Children Cases</p> <p>PA-22, Employment Criteria for AFDC-F Families</p> <p>PA-24, Verification of Unemployment/Disability Insurance</p> <p>PA-30, Authorization for Reimbursement of Initial SSI Payment</p> <p>PA-31, Investigation Initiation Sheet</p> <p>PA-45, Warning and Waiver of Rights</p> <p>PA-46, Requirement to Cooperate and Right to Claim Good Cause for Refusal to Cooperate in Child Support Enforcement</p> <p>PA-48, Summary of Good Cause Claims</p> <p>PA-52, IRP Medical Payment Worksheet and Authorization</p> <p>PA-54, Refugee Program Interagency Referral</p> <p>PA-59A, Request for Voluntary Restricted Payment</p> <p>PA-59B, Request to Discontinued Voluntary Restricted Payment</p> <p>PA-60, Certification of Return from Foster Care</p> <p>PA-60A, CWA Action in Response to Certification of Return from Foster Care</p> <p>PA-192, Aid to Families with Dependent Children (pamphlet)</p> <p>PA-196, Fair Hearings in the Aid Families with Dependent Children (AFDC) Program (pamphlet)</p> <p>PA-197, Your Rights and Responsibilities in the AFDC Program (pamphlet)</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C980000

SCHEDULE NUMBER

902

PAGE NUMBER

12 OF 20

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

Records Section (cont'd)

PA-401, WIN Case Review Document
PA-450A, Parent Locator Service Request Form
PA-450B, Parent Locator Service Source Response Form
PA-644, Report of assistance Payments
PA-655, Cases for Medical Review Team Re-evaluation Due During the Month
PA-850, Acknowledgement of Fair Hearing Request and Status of Continuing Benefits
PA-925, VIMS Resource Report, Monthly Status Report.

0401-0000

Correspondence

0401-0001

Correspondence - External

3 yrs

Destroy

0401-0002

Correspondence - Internal

1 yr

Destroy

0401-0003

Correspondence - Routine Requests for Information

Periodic review

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
13 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0401-0004	Correspondence - Policy	Permanent		Permanent
0401-0005	Correspondence - Relating to Case Files	3 yrs after termination of case		Destroy
0402-0000	Case Files - Terminated and Index Cards Contains: Intake Report INT-36, Application and Affidavit PA-1G, Public Assistance Inquiry PA-1C, Certification of Need for Patient Care in Facility Other Than Public or Private General Hospital PA-4.	3 yrs after final action or death of client, whichever is later		Destroy
0403-0000	Services Files Consists of an Application for Child Welfare Services (form DYFS) 26-19), correspondence, and data summary sheets concerning client problems and services rendered. Fiscal information is included in the corresponding case file	3 yrs		Destroy
0404-0000	Child Support Case Files PA-3c, Referral Form and Case Records	4 yrs after final agency action or court action which influenced the granting of assistance or the receipt of the final recovery payment, whichever is later		Destroy
0405-0000	Form 105A and B Input Document	3 yrs unless in litigation		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C980000	SCHEDULE NUMBER 902	PAGE NUMBER 14 OF 20	
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
0406-0000	<u>Records Section (cont'd)</u> REACH (Realizing Economic Achievement) Case Files Consist of: Individual Information/Background, Agreement for Participant Activity, Assessment Information, Voucher Payment Summary, Support Payment Confirmation, Voucher Stop Date Information, Reach Cancellation Replacement or Resurrance Information, Status Reports, Work History, Agreement for Support Services, Support Payment Schedule, Case Manager's Notes, and related information. Also includes: payment registers, expenditure reports and audit reports.	6 yrs after termination of contract or final payment or 6 yrs Payment Approval, after final action which influences recovery of assistance or receipt of final payment in cases of ineligibility, whichever is later		Destroy	
0407-0000	Master Control of Medicaid Eligibility Cards PA-54 and Subsidiary Control of Medicaid Eligibility Cards PA-66 Consist of listings of Medicaid Eligibility Cards issued to employees and to clients. Cards are issued monthly.	3 yrs after final entry		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C980000	902	15 OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0450-0000	<u>Low Income Energy Assistance</u> Program Case Files Case files on households receiving assistance for home energy (heating and medically cooling) needs. File includes, Home Energy Application for Assistance (EP-1), Client Turnaround Document (EP-1A) for cases in error or denied status, verification of eligibility, data input to computer, correspondence with or about client, client activity summary sheet, and copies of voucher for emergency payment, affidavit of need for energy emergency, verification of income, heating/living arrangement, case narrative, credit transaction form, inquiry screen record, printout, doctor's documentation of medical necessity, copies of utility bills, verification of overpayment, repayment plan, fair hearing request, narrative, and final decisions. For cases with no reimbursement owing.	3 yrs after final expenditure report is submitted unless in litigation		Destroy
0451-0000	Case Processing Report - Cases Rejected (Weekly Report) HP-023-3 (Copy)	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER	
		C980000	902	16	OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Low Income Energy Assistance (cont'd)</u>				
0452-0000	HUB File HP-028 (Copy) Report lists the names and Social Security numbers of persons living in housing which receives federal rent subsidies.	3 yrs			Destroy
0453-0000	Social Security Number File HP-050 (Copy) Lists of all Social Security numbers of members of a household which have been paid their HEA Entitlement.	3 yrs			Destroy
0454-0000	Recoupment Masterfile List HP-059 (Copy) Listing of overpaid clients.	3 yrs after final recovery payment			Destroy
0455-0000	Recoupment Report (Weekly Report) HP-060 (Copy) Lists all cases that are being subjected to recoupment procedures.	3 yrs			Destroy
0456-0000	Daily On-Line Batch Report HP-069 Consists of daily input of HEA applications.	3 yrs			Destroy
0457-0000	Before Image Report HP-078 (Copy) Report provides a record of the image of certain masterfile fields immediately before a transaction is posted to the masterfile which updates a case record.	3 yrs			Destroy
0458-0000	AFDC (Aid to Families with Dependent Children) HP-147 (Copy) List of cases not selected for automated HEA payments.	1 yr			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C980000	902	17 OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Low Income Energy Assistance</u> (cont'd)			
0459-0000	HUB Client File Update HP-154 (Copy) Transaction record of on-line client updates.	3 yrs		Destroy
0460-0000	Duplicate Transactions (Weekly Report) HP-202 (Copy) Lists denied cases because the social Security number of the input payee matches a payee already listed on the HEA masterfile.	3 yrs unless in litigation		Destroy
0461-0000	Case Processing Report: Accepted/Denied/In Error Weekly Report HP-203 (Copy) List all transactions entering the masterfile portion of the system. Transactions are posted to the HEA masterfile.	3 yrs		Destroy
0462-0000	List of HEA Payments HP-205 (Copy) Consists of a cumulative listing of all HEA payments and credits posted to a case on the masterfile.	3 yrs	3 yrs	Destroy
0463-0000	List of Special/Automatic/Emergency Payments HP-207 (Copy)	3 yrs		Destroy
0464-0000	Alphabetical Master Listing of HEA Clients HP-217 (Copy)	3 yrs after update		Destroy
0465-0000	Applications Pending Over 10 Days (Weekly Report)	1 yr		Destroy
0466-0000	Emergency Payment List HP-222 (Copy)	3 yrs	3 yrs	Destroy
0467-0000	Transaction Tracking Report HP-223 (Copy) Consists of a cumulative combination listing of reports HP-202 and HP-203.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
		C980000	902	18 OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
	<u>Low Income Energy Assistance (cont'd)</u>			
0468-0000	CODES (Centralized Operations for Data Exchange and Services) Address Match PW 139 (Copy)	1 yr		Destroy
0469-0000	Client Payment Summary HP-132 (Copy)	3 yrs	3 yrs	Destroy
0470-0000	Consolidated Listing of Emergencies Reimbursed HP-062-01 (Copy)	3 yrs		Destroy
0471-0000	Checks Issued Listing HP-142-01 (Copy)	3 yrs	3 yrs	Destroy
0472-0000	Replacement Checks Issued Listing HP-142-02 (Copy)	3 yrs	3 yrs	Destroy
0473-0000	Summary of HEA Disbursement HP-206 (Copy)	3 yrs	3 yrs	Destroy
0474-0000	List of Special /Automatic/Emergency Payments HP-207 (Copy)	3 yrs	3 yrs	Destroy
0475-0000	Replacement-Credit Transaction Tracking List HP-211 (Copy)	3 yrs	3 yrs	Destroy
0476-0000	Duplicate Payment Listing HP-212 (Copy)	3 yrs	3 yrs	Destroy
0477-0000	Credit Transaction Report/Check Replacement Report HP-214 (Copy)	3 yrs	3 yrs	Destroy
0478-0000	Weatherization Referrals HP-220 and Special Weatherization Report HP-102 Reports include names and addresses of homeowners eligible for weatherization program funds. Reports are issued monthly.	3 yrs		Destroy

ENDAM 10 11 1000 (10/80)

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER	
		C980000	902	19	OF 20
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION	
		AGENCY	RECORDS CENTER		
	<u>Social Services</u>				
0500-0000	EPSDT Card File and Referral Report MC-19 (Early Periodic Screening Diagnosis and Treatment)	6 yrs unless in litigation		Destroy	
0501-0000	Board Home Complaint and Investigation Files	7 yrs after file is closed unless in litigation		Destroy	
0502-0000	Home Service Files (Homemaker Files)	2 yrs after file is closed unless in litigation		Destroy	
0503-0000	Information and Referral Log Sheet	3 yrs after last entry		Destroy	
0504-0000	Transportation Log	3 yrs after last entry		Destroy	

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C980000

SCHEDULE NUMBER
902

PAGE NUMBER
20 OF 20

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
	<u>Affirmative Action</u>			
0550-0000	Affirmative Action Plan	3 yrs		Destroy
0551-0000	Position Referrals and Interview Disposition Form	3 yrs		Destroy
0552-0000	Quarterly Reports and (EEO-4 Reports)	3 yrs		Destroy
0553-0000	Discrimination Complaints	3 yrs unless in litigation		Destroy

SCHEDULE AMENDMENT

MEETING DATE

October 16, 1991

DEPARTMENT/DIVISION/BUREAU

County Welfare Departments/Boards of
Social Services

AGENCY NUMBER

C980000

SCHEDULE NUMBER

902

TYPE OF CHANGE

☐ Former Department/

☐ Division/Bureau Name: _____

Former Agency No. _____

☒ Specific Item(s) Altered:

(All corresponding information, e.g., old title, old retention, old disposition is listed to the right of former item number)

ITEM NUMBER 0462-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0462-0000

3 yrs

ITEM NUMBER 0466-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0466-0000

3 yrs

ITEM NUMBER 0469-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0469-0000

3 yrs

ITEM NUMBER 0471-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0471-0000

3 yrs

ITEM NUMBER 0472-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0472-0000

3 yrs

ITEM NUMBER 0473-0000

☐

New title

☒

New retention

☐

New disposition

Former Item No. 0473-0000

3 yrs

☒ Specific Item(s) Altered by New Description:

(Note: Please refer to attached schedule for former description)

ITEM NUMBER 0104-0000

Former Item Number

0104-0000

ITEM NUMBER 0109-0000

Former Item Number

0109-0000

ITEM NUMBER

Former Item Number

☒ New Items Added (see numbers:)

0478-0000

SCHEDULE AMENDMENT

MEETING DATE

October 16, 1991

DEPARTMENT/DIVISION/BUREAU

County Welfare Departments/DBOards of
Social Services

AGENCY NUMBER

C980000

SCHEDULE NUMBER

902

TYPE OF CHANGE

☐ Former Department/
Division/Bureau Name: _____

Former Agency No. _____

☒ Specific Item(s) Altered:

(All corresponding information, e.g., old title, old retention, old disposition is listed to the right of former item number)

ITEM NUMBER 0474-0000

☐ New title☒ New retention☐ New disposition

Former Item No. 0474-0000

3 yrs

ITEM NUMBER 0475-0000

☐ New title☒ New retention☐ New disposition

Former Item No. 0475-0000

3 yrs

ITEM NUMBER 0476-0000

☐ New title☒ New retention☐ New disposition

Former Item No. 0476-0000

3 yrs

ITEM NUMBER 0477-0000

☐ New title☒ New retention☐ New disposition

Former Item No. 0477-0000

3 yrs

ITEM NUMBER 0552-0000

☐ New title☒ New retention☐ New disposition

Former Item No. 0552-0000

1 yr

ITEM NUMBER _____

☐ New title☐ New retention☐ New disposition

Former Item No. _____

☐ Specific Item(s) Altered by New Description:

(Note: Please refer to attached schedule for former description)

ITEM NUMBER _____

Former Item Number _____

ITEM NUMBER _____

Former Item Number _____

ITEM NUMBER _____

Former Item Number _____

☐ New Items Added (see numbers) _____