

STATE DEPARTMENT OF SOCIAL SERVICES

HALL OF RECORDS COMMISSION

525

Department or Agency

RECORDS MANAGEMENT DIVISION

Schedule Number

Division of Review and Statistics

RECORDS RETENTION SCHEDULE

1

Subdivision or Bureau

(THIS SCHEDULE REPLACES SCHEDULE 186, July 11, 1955)

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
		<p>This Division receives from the twenty-four local Boards detailed data, updated monthly, on financial assistance and other services under jurisdiction of the State Department. From these reports, the Division reviews, edits and compiles studies, charts and postings for use of agency personnel in supervising and evaluating the programs; reporting to the Federal agency (HEW-SSA); compiling the Monthly Financial and Statistical Report; caseload data for the Annual Report and annual budget; updating the Laws and Rules Manual statistical income tables; personnel percentages to determine</p>		<p>assignments to programs; other periodic reports and special studies required for evaluation of the effectiveness of the programs charged to the Department.</p> <p>The files contain worksheets, periodic and single (one-time) reports and studies, charts and a small quantity of mimeographed and printed records. Some of this material appears elsewhere in printed form but much of it is unpublished and may have reference value over a considerable period of time. Such matters should be retained until the Division head determines that it's value has</p>	<p>ceased.</p> <p>Printed and mimeographed material is "Nonrecord" and may be destroyed as soon as no longer needed. Extra copies of all studies, reports, and charts may be destroyed as "Nonrecord" if one copy is retained somewhere in the agency for the stated retention period.</p> <p>All superseded forms and reports are subject to the retention period recommended for their successors.</p>
1.	---	<p>Worksheets for Monthly Statistical Reports (including machine listings). Data compiled from the monthly reports prepared by the County Boards, (SDSS-250, SDSS-179, SDSS-408, Items 2, 3, 4) is used in the Annual Report and special studies and reports as required -</p> <p>1966--</p>	X	No distribution	<p>Retain for 3 years or until all Federal and State audits are complete, whichever is later, then destroy.</p> <p>File #1</p>

Agency, Division or Bureau Representative

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*H.C. Lloyd*  
Signature

Assistant Chief, Bureau of Administrative Services

*8/31/70 Morris E. Russell*  
Date Archivist

*9/8/70 [Signature]*  
Date Secretary

Date: August 28, 1970

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

2

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
2	SDSS 250	Monthly Statistical Report of Services (Basic Product Worksheets) Data source for Item 1 and Federal reports, caseload trend graphs, work units, percentages to relate joint administrative costs to program, post caseload data to Source Cards— 1967--	1	Office copy from each local Department	3 yrs.-all audits-destroy	Files #2,5,6 & 7
3	SDSS 179	Monthly Report on Homemaker Service Adjunct to SDSS 250 (Item 2) - 1969--	1	Office copy from each local Department	3 yrs.-all audits-destroy	File #2
4	SDSS 408	Monthly Report on Day Care Services Adjunct to SDSS 250 (Item 2) - 1969--	1	Office copy from each local Department	3 yrs.-all audits-destroy	File #2
5	SRS 2079 Series 1,2,3 & 4	Quarterly Statistical Report on Public Assistance Applications, Cases Approved, and Cases Discontinued. Supersedes Forms 204, 204-B, FS-T-2060 and the voluntary semi-annual reports formerly made on Forms 2031 and 2032 - 1969--	3	1 - To Federal Office 1 - Regional Federal Office 1 - Office copy	- - - - - - - - - - 5 yrs.-all audits-destroy	File #3
6	FS 2078 Series (Below) FS 2078.11	Statistical Report of Numbers of Recipients and Amounts of Assistance under Public Assistance Programs - Formerly reported on FS-204: - Statistical Report of Numbers of Recipients and Amounts of Assistance under Public Assistance Programs. Monthly 1964--	3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office copy	- - - - - - - - - - 5 yrs.-all audits-destroy	File #3
			3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office Copy	- - - - - - - - - - 5 yrs.-all audits-destroy	File #3

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

3

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		B. Distribution		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)				
			A.	B.	B.						
6 (cont)	FS 2078-11 Add.A	Emergency Assistance to Needy Families with Children - Monthly 1964--	3		1 - Federal Office	1 - To Regional Federal Office	1 - Office Copy	- - - - -	- - - - -	5 yrs.- all audits -destroy	File #3
	FS 2078-11 Add.B	Institutional Services in Intermediate Care Facilities - Monthly 1964--	"	"	"	"	"	"	"	"	"
	FS 2078.3	Recipients and Amount of Assistance for Foster Care Quarterly 1964--	"	"	"	"	"	"	"	"	"
	FS 2078.4	Statistical Report of Numbers of Recipients and Amounts of Assistance under Public Assistance Programs - Annual 1964--	"	"	"	"	"	"	"	"	"
	FS 2078.5 (FS-279)	Concurrent Receipt of OAA and OASDHI Benefits (FS-279, 1960-68) - Annual 1960--	"	"	"	"	"	"	"	"	"
7	SRS- NCSS 105	Quarterly Statistical Report on Fair Hearings - 1969	"	"	"	"	"	"	"	"	"
8	FS-270 & 271	Annual Statistical Report on Distribution on Payments (Source, SDSS 503 & 603, Item 30; SDSS 388, 389, 390, 392, Items 32-35) - 1965	"	"	"	"	"	"	"	"	"

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525

Schedule Number

4

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
9	SRS-1970 & 1971	Reports on Cost Standards of Basic Needs of Assistance Cases.(Revised Reports are prepared only when requested by the Federal Office; FS-2029, formerly a biennial report, was superceded by the new forms - April, 1968).	5	3 - To Federal Office 1 - To Regional Federal Office 1 - Office Copy	Retain forms 10 yrs. after each revision, then destroy	File #3
10	PA-2036 & FS-2055	Reports on Medical and Nursing Care - Discontinued (Reports have been prepared by the State Dept. of Health since July 1966)	1	Office Copy	5 yrs.- all audits - destroy	"
11	FS-2069	Statistical Report on Social Services - Quarterly 1964-- (1st & 3rd quarters on OAA, PANB & APTD, 1970--; 2nd & 4th quarters on AFDC, 1964--).	3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office Copy	5 yrs.- all audits - destroy	"
12	SRS-NCSS-104-T	Interim Reports on Social Services Provided to Families and Children (AFDC-Title IV-A)	3	" " "	" " " "	"
13	FS Series (below)	Characteristics Reports - Special Reports prepared, as required, on socio-economic characteristics of families receiving assistance. The information is punched on IBM cards, one deck is retained by the Dept. and a second goes to the National Center for Social Statistics. Print-outs are returned to the Department one of which is retained in the Division. The original reports from which the cards are punched are list-				

HALL OF RECORDS COMMISSION

525

Schedule Number

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

5

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
13 (cont)		ed below. The IBM cards and printouts are Nonrecord and may be destroyed as soon as no longer needed by the office:				
	FS 2019	Characteristics Reports-Aid to Families with Dependent Children (AFDC)	1	Office copy	5 yrs.-all audits - destroy	File #3
	FS 2035	Characteristics Reports - Old Age Assistance (OAA)	1	" "	" " " "	" "
	FS 2058	Characteristics Reports - Public Assistance to the Needy Blind (PANB)	1	" "	" " " "	" "
	FS 2059	Characteristics Reports - Aid to Partially and Totally disabled (APTD)	1	" "	" " " "	" "
14	---	Federal Reports on Children Age 5-17 receiving public assistance or care in foster family homes, to Federal Office for allocating funds under the Elementary and Secondary Educational Act, submitted annually for those under public assistance (January) and for those in foster family homes (March).	3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office Copy	5 yrs.-all audits - destroy	File #3
15	CB270-71-S & SRS-NCSS-274-S & CB280-S	U.S. Children's Bureau Reports - Annual Report to the Bureau on the number of children receiving services and the types of living arrangements. Data is included on children served by private agencies and institutions. Statistics derived from County Board reports	3	" " " "	" " " "	" "

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

6

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			B. Distribution			
			A.	B.		
15 (cont)		and reports from private agencies and institutions. An annual report is also made on children for whom adoption petitions were granted. (CB designation will change to SRSS-NCSS at an early date).				
16	---	Administrative Costs, a calculation of percentages to be applied to administrative costs for determination of apportionment to the program, to be approved by DEW with percentages submitted to Fiscal Division for allocating cost to the program and determining the amount of Federal financial participation.	3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office Copy	5 yrs.- all audits - destroy	File #4
17	---	Reports of Interviews, summary by number, type and program with calculation of weight per case unit for percentages to distribute administrative costs to program for Federal financial participation.	1	1 - Office copy	" " "	"
18	---	Annual Reports, statistical data and tables prepared for the annual reports.	--	1 - Office copy	3 yrs. - destroy	"
19	CEP 256	Food Stamp Program Participation, monthly reports on program participation in the Food Stamp Program. 1966--	3	1 - To Federal Office 1 - To Regional Federal Office 1 - Office copy	5 yrs.-all audits - destroy	File #4

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

7

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
20	---	Adoption Study - July, 1968; detailed study for Adoption Conference, Nov. 13-18, 1968; departmental requirement for program operation and evaluation.	1	Office Copy	3 yrs. - destroy	File #4
21	---	Foster Care Study - August 1966. Detailed reports for Conference on Foster Care in Maryland Nov. 30, Dec. 2, 1966.	1	Office Copy	" "	"
22	SDSS 359 Series	Source Cards - Source cards are used in forecasting trends in social services, obtaining average caseloads, average costs, budgetary analysis, and for reference in preparing special studies. The information entered on the Source Cards is obtained from the Worksheets (Item 1) and the Monthly Statistical Report of Services (Item 2) received from the local Divisions. The cards in this series are ruled for monthly entries for a period of two years. At the end of two years the file is retired to non-current status and a new file is started. The non-current file is retained in the office for an additional two years after which it is microfilmed and the original cards are destroyed. The Recommendation applies to the old series (SDPW) as well as to the new series (SDSS).	1	Office Copy	Retain in current file for two years, then retire to non-current status for two additional years, microfilm and destroy original cards.	Files #9-10

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

8

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			B. Distribution			
			A.	B.		
22 (cont)	SDSS-359-F (SDPW)	(Blue) Living Arrangements of Children in Cases Receiving Service at End of Month.	1	Office Copy	Retain in current file for two years, then retire to non-current status for two additional years, microfilm and destroy original cards.	Files #9-10
	SDSS 359-L	(Yellow) Number of Persons Included in Grants of Assistance.	"	" "	" " "	"
	SDSS 359-M	(Salmon) General Public Assistance Employables - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"
	SDSS 359-M	General Public Assistance - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"
	SDSS 359-M	(White) - Aid to Permanently and Totally Disabled - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"
	SDSS 359-M	(Brown) Public Assistance to the Needy Blind - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"
	SDSS 359-M	(Green) - Aid to Dependent Children - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"
	SDSS 359-M	(Yellow) - Old Age Assistance - Status of Applications and Cases Receiving Continuing Service.	"	" "	" " "	"

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525

Schedule Number

9

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
22 (cont)	SDSS 359-0	(White) - Aid to Permanently and Totally Disabled - Number of Individuals Assisted, Obligations Incurred and Average Grant per Individual.	1	Office Copy	Retain in current file for two years, then retire to non-current status for two additional years, microfilm and destroy original cards.	File #9-10
	SDSS	(Brown) - Public Assistance to the Needy Blind - Number of Individuals Assisted, Obligations Incurred and Average Grant per Individual.	"	" "	" "	"
	SDSS 359-0	(Yellow) - Old Age Assistance - Number of Individuals Assisted, Obligations Incurred and Average Grant per Individuals.	"	" "	" "	"
	SDSS 359-P	(Green) - Aid to Dependent Children, Number of Families and Recipients Assisted, Obligations Incurred for Assistance, and Average Grant Per Family, Per Recipient, and Per Child.	"	" "	" "	"
	SDSS 359-Q	(Salmon) - General Public Assistance - Number of Cases Assisted, Obligations Incurred and Average Grant Per Case.	"	" "	" "	"
	SDSS 359-Q	(Salmon) - General Public Assistance Employables - Number of Cases Assisted, Obligations incurred and Average Grant Per Case.	"	" "	" "	"

(continued)

HALL OF RECORDS COMMISSION

525

Schedule Number

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

. 10

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
22	SDSS 359-T	(Blue) - Foster Care - Number of Children for Whom Boarding Payments are Made, Obligations Incurred and Average Payment per Child.	1	Office Copy	Retain in current file for two years, then retire to non-current status for two additional years, microfilm and destroy original cards.	File #9-10
	SDSS 359-V	(White) - Service at Request of Other Agency - Public Assistance, Old Age Survivor's Insurance, Selective Service Boards and Others.	"	" "	" " "	"
	SDSS 359-V	(Blue) - This form includes the following eight categories: 1. Foster Care Other Than Adoption; 2. Foster Care, Adoption; 3. Protective Service for Children-Families; 4. Service to Parents in Relation to Foster Care; 5. Service to Parents in Relation to Adoption; 6. Adoption Investigations for the Courts; 7. Service-Training Schools, Supervision Families; and 8. Service-Training Schools, Admission and Discharge Investigations.	"	" "	" " "	"
	SDSS 359-W	(Blue) - Approved Agency Adoptive-Home Status of Applications and Cases Receiving Continuing Service (Foster Homes).	"	" "	" " "	"
	SDSS 359-X	(White) - Status of Requests for Certification for General Hospital Care.	"	" "	" " "	"
	SDSS 359-X	(White) - Status of Requests for Certification for Chronic Hospital Care.	"	" "	" " "	"

(continued)

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

11

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			B. Distribution			
			A.	B.		
22 (cont)	SDSS 359-Z	(White) - Status of Request for Certification for Special Type Hospital Care and Mental Hospital Care.	1	Office Copy	Retain in current file for two years, then retire to non-current status for two additional years, microfilm and destroy original cards.	File #9-10
	SDPW- 392	The 392 Source Cards were discontinued in . The information for this series was obtained from the Quarterly Population Reports submitted by child care agencies and institutions. These cards were ruled for four years with entries being made quarterly. The Recommendation applies to the 392 Source Cards even though they have been discontinued.	"	" "	" " "	"
	SDPW 392-A	(Green) - Status of Number of Children under care and Number of Families Represented by Children Under Care at End of Quarter.	"	" "	" " "	"
	SDPW 392-B	(Green) - Type of care Received by Children on Last Day of Quarter.	"	" "	" " "	"
	SDPW 392-C	(Green) - Number of Days Care Given to Children.	"	" "	" " "	"
23	----	County Caseload Data, compiled for information in local department visits.	1	Office Copy	3 yrs. - destroy	File #11
24	----	1966-- Manpower Development Training and Area Redevelopment Study. 1963-1964	1	" "	" "	"

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525

Schedule Number

12

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			B. Distribution			
			A.	B.		
25		Machine listings, worksheets of applications disposed of, cases transferred and discontinued. 1969--	1	Office Copy	3 yrs. - destroy	File #11
26	---	Personnel Reporting, inter-departmental reports on number of positions and vacancies by local department, used for special internal reports	1	Office copy prepared in Permanent service	" "	File #13
27	---	Recipients Rate Data, used for calculating trends. 1968--	"	Office Copy	" "	"
28	SDSS 63	Concurrent Receipt Reports of OA and OA-SDHI Benefits - County Board report for HEW request for preparing FS 2078-5 (Item 6). 1965--	"	" "	3 yrs.-all audits - destroy	"
29	---	Special Age 72 Benefits County Board report for HEW request - Oct. 1966 - Jan. 1967	"	" "	5 yrs.-all audits - destroy	"
30	SDSS 503 & 603	Distribution on Payments - Biennial reports (Source of FS 270 & 271, Item 8).	"	" "	" " " "	"
31	---	Nursing Care Tabulations (Source of SDSS-2078).	"	" "	3 yrs. " "	"
32	SDSS 388	Annual Report on Children Served by Public Welfare Departments on March 31st (Source for Annual Reports on Distribution of Payments, CB 270 & 271, Item 8). 1967---	"	" "	" " " "	"

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

13

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
33	SDSS 383	Annual Report of Children's Services and Facilities from Licensed Agency or Institution (Source for Annual Reports on Distribution on Payments, CB 270 and 271, Item 8). 1967--	1	Office Copy	3 yrs.-all audits-destroy	File #13
34	SDSS 390	Annual Report of Child Welfare Services - Source for Annual Reports on Distribution or Payments (CB 270 and 271, Item 8) 1967--	1	" "	" " "	"
35	SDSS 392	Annual Report of Child Welfare Services from Licensed Agencies or Institutions (Source for Annual Reports on Distribution on Payments, CB 270 and 271, Item 8). 1967--	1	" "	" " "	"
36	---	Illegitimacy Study - Month of Dec. 1967 and 1968, prepared from County Board reports as needed.	1	" "	" " "	File #16
37	SDSS & SRS 2085	Monthly Report of AFDC Referrals to Employment Security Agency for WIN counties (Work Incentive Program). 1968--	3	1 - Federal Office (SRS form) 1 - Regional Federal Office (SRS) 1 - Office copy (SRS)	SDSS Forms: 3 yrs.-all audits-destroy SRS Forms: 5 yrs.-all audits-destroy	File #20-21
38	SDSS & SRS 2086	Quarterly Report of AFDC Referrals to Employment Security Agency for WIN counties. 1968--	3	" " " "	" " "	

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

525  
Schedule Number

14

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)	
			A.	B. Distribution		
39	SDSS & SRS 2087	Monthly Report on Child Care Arrangements of AFDC Recipients in the Work Incentive Program. 1968--	3	1 - Federal Office (SRS form) 1 - Regional Federal Office (SRS) 1 - Office copy (SRS)	SDSS Forms: 3 yrs.-all audits-destroy SRS Forms: 5 yrs.-all audits-destroy	File #20-21
40	SDSS & SRS 2088	Quarterly Report of Child Care Arrangements of AFDC Recipients in the Work Incentive Program. 1968--	"	" " " " "	" " " "	"
41	SRS-NCSS 102.1	Monthly Report of Child Care Arrangements of AFDC Under the Work Incentive Program.	"	" " " " "	5 yrs.-all audits - destroy	File #21
42	SRS-NCSS 102.2	Quarterly Report of Child Care Arrangements of AFDC Recipients Under the Work Incentive Program.	"	" " " " "	" " " "	"
43	---	Staff Measurement Study. Prepared in 1958 as the basis for determining the number of positions required by the Department; this study still in use for that purpose.	1	Office Copy	Retain until replaced, then destroy.	File #22
44	SDSS 217	Report of Reconsiderations, originate in the County Boards, included are summary reports prepared in the Division for inter-departmental use. Monthly 1967--	"	" "	3 yrs.-State audit-destroy	File #23