

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 900

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HUMAN RESOURCES -- SOCIAL SERVICES & INCOME MAINTENANCE ADMINISTRATIONS

AGENCY

DIVISION

Item No.	Description	Retention
<p>This schedule supersedes all previous schedules of the Department of Public Welfare and all local office schedules of Social Services &amp; Income Maintenance Administrations.</p>		
<p>ADMINISTRATIVE RECORDS</p>		
1	<p><u>Executive Director's and Director's General Correspondence</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, and other material relating to the functions of Social Services and Income Maintenance.</p>	<p>Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the SSA &amp; IMA, retain permanently for eventual transfer to Hall of Records.</p>
2	<p><u>General Administrative File</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of Social Services and Income Maintenance.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the SSA &amp; IMA, retain permanently for eventual transfer to Hall of Records.</p>
3	<p><u>Local Boards of Social Services Minutes</u></p> <p>This file consists of minutes of meetings.</p>	<p>Retain permanently for eventual transfer to Hall of Records.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

5/12/82 *Fuller Massey, Exec. Director SSA*  
5/23/82 *Crestine F. Jones, Exec. Director IMA*

Date

Signature

Title

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
4	<p><u>Master File Card</u></p> <p>This card is prepared on all applicants who apply for any type of assistance or service. It shows name, address and birthdate of applicant, case number, persons in household--names, birthdates, relationship, and any references to other files regarding the applicant maintained by the office. It also indicates the category of assistance or service given, dates of application, rejection or acceptance and closing, and name of case worker. A card may also be maintained in instances where no application was made, for example, protective service.</p>	<p>Retain cards containing an adoption or foster care entry permanently. Retain all other cards for ten (10) years after last closing entry, then destroy. Expunge reference to child neglect within six (6) months or thirty (30) days (depending upon investigation completed code) when charges of neglect were unconfirmed.</p>
5	<p><u>Notice of Disposition of Assistance or Service</u></p> <p>These forms may include all or some of the following: Notice of Request and Disposition of Assistance (256-A), Notice of Income Change, Reconsideration Completion and Reason for Closing Case (214-S), and Service Record (248).</p>	<p>Retain one copy of each form for statistical purposes for three (3) years or until all audit requirements are fulfilled, then destroy. Destroy remaining copies when no longer needed.</p>
6	<p><u>Legislative Records</u></p> <p>This file consists of original and supporting documents in response to proposed State legislation, which may include testimony, analysis and estimates of fiscal impact.</p>	<p>Screen annually. Destroy irrelevant materials. Retain necessary records for three (3) years, then destroy.</p>
7	<p><u>Inventory Records</u></p> <p>This file consists of control cards and summary sheets recording the acquisition, location, and/or disposition of furniture, equipment, and materials.</p>	<p>Retain until inventory item is disposed of. Retain disposition record for three (3) years, then destroy.</p>
8	<p><u>Payroll Records</u></p> <p>This file consists of annual arrangement of time sheets, leave requests, leave cards and medical documentation, and miscellaneous papers relating to the processing of payroll checks.</p>	<p>Retain for three (3) years or until all audit requirements have been fulfilled, then destroy. Retain final leave card after termination of employment for four (4) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
9	<p><u>Personnel Records</u></p> <p>This file consists of staff arrangement of evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.</p>	<p>Retain for three (3) years after termination of employment, then destroy.</p>
10	<p><u>Random Moment Sampling Administrative Records</u></p> <p>A. This file consists of local department records such as letters, rosters, and source documents.</p> <p>B. This file consists of state office records such as key-punched data cards, rosters, and source documents.</p> <p>C. This file consists of state office records such as sampling plan, incoming letters, outgoing letters, memoranda, reports, studies, surveys, analyses, directives, and other miscellaneous papers relating to the administration of this cost allocation sample and SSA planning and policy.</p>	<p>Retain for five (5) years or until both federal and state audit requirements have been fulfilled, then destroy.</p> <p>Same as (A) above.</p> <p>Retain for ten (10) years, then destroy.</p>
11	<p><u>Library Records</u></p> <p>This file consists of the following: State plans and transmittals, quality control reports, annual reports of local departments, policy of local departments, annual reports of the Social Services Administration, opinions of the Attorney General, Federal program transmittals, department manuals, one copy of each circular letter and the minutes of the State Board of Social Services.</p> <p style="text-align: center;">PLANNING DIVISION</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
12	<p><u>Management Improvement Plan Reports</u></p> <p>This file consists of the record of the implementation and progress of the management improvement plan.</p>	<p>Retain for three (3) years, then destroy.</p>
13	<p><u>Program and Policy Development Records</u></p> <p>This file consists of the following: Management by objectives, reorganization of SSA, and program manuals.</p> <p style="text-align: center;">DIVISION OF RESEARCH AND ANALYSIS/ EVALUATION</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
14	<p><u>IMA Statistical Reports</u></p> <p>This file consists of monthly reports of caseloads and statistics on various IM programs.</p>	<p>Retain for ten (10) years, then transfer to the Hall of Records.</p>

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Item No.	Description	Retention
15	<p><u>Federal Reports</u></p> <p>This file consists of various federally required reports on the IM program. The reports consist of caseloads and other statistics.</p>	<p>Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.</p>
16	<p><u>Local Department Reports</u></p> <p>Subject arrangement of incoming reports, copies of outgoing letters, memoranda, reports, surveys, studies, investigations, reference material, directives and other miscellaneous papers relating to the functions of federal and state reporting for SSA.</p>	<p>Directives and other material relating to planning and policy that illustrate the development of the SSA, and the annual summary reports, retain permanently for eventual transfer to the Hall of Records. Retain all other records for five (5) years or until all federal and state audit requirements have been fulfilled, then destroy.</p>
17	<p><u>Purchase of Service Vendor Reports</u></p> <p>Subject arrangement of incoming reports, copies of outgoing letters, reports, surveys, studies, investigations, memoranda, reference material, directives and other miscellaneous papers relating to the functions of federal and state reporting for SSA.</p>	<p>Same as above.</p>
18	<p><u>Agency Center Day Care Reports</u></p> <p>A. Monthly arrangement of incoming reports, outgoing letters, memoranda, reports, reference material and other miscellaneous papers relating to the operation of agency center day care.</p> <p>B. Summary reports and correspondence</p>	<p>Retain for three (3) years, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p>
19	<p><u>Service Program Evaluation</u></p> <p>Subject arrangement of investigations, reports, surveys, incoming letters, outgoing letters, memoranda, reference material, contracts and other miscellaneous papers relating to the operation of the Evaluation Unit.</p>	<p>Investigations, reports, and other materials evaluating the effectiveness of the SSA programs, retain permanently for eventual transfer to the Hall of Records. Retain all other records for five (5) years or until all federal and state audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
20	<p><u>SPSS (Statistical Package for Social Sciences) Programming</u></p> <p>Subject arrangement of written computer programs, reports, incoming letters, outgoing letters, memoranda, reference material, source data, keypunched cards/tapes, and other miscellaneous papers relating to the processing of SPSS programs for the Research and Evaluation Unit.</p>	<p>Directives and other material relating to planning and policy that illustrate the development of the SSA, retain permanently for the eventual transfer to the Hall of Records. Retain all other records for three (3) years, then destroy.</p>
21	<p><u>Quality of Service Review Administration</u></p> <p>Monthly arrangement of questionnaires, incoming letters, outgoing letters, memoranda, reports, studies, analysis, directives and other miscellaneous papers relating to the administration of the QSR sample. Keypunched data cards and original source documents from each local department in the sample.</p> <p>OFFICE OF PUBLIC ASSISTANCE--FOOD STAMP DIVISION</p>	<p>Screen summary reports for planning and policy purposes every five (5) years, then destroy if no longer needed. Retain source documents and all other documents for three (3) years, then destroy.</p>
22	<p><u>Management Evaluation Files</u></p> <p>These files include reports of on-site reviews of the food stamp program in local departments of social services and responses of corrective actions from those local departments.</p> <p>OFFICE OF PROGRAM INTEGRITY--APPEALS HEARINGS</p>	<p>Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.</p>
23	<p><u>Hearings Records</u></p> <p>This file consists of case files for each requested hearing, including the hearing request form, case history and pertinent document copies from the recipient file in the local department, a tape recording of the actual hearing, and the hearings officer's decision.</p>	<p>Retain for three (3) years, then destroy.</p>
24	<p><u>Appeals Decision Reports</u></p> <p>This file consists of a record of summarized hearings and final decisions. It is issued periodically.</p>	<p>Retain for three (3) years, then destroy.</p>

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Item No.	Description	Retention
	<b>WELFARE FRAUD INVESTIGATION</b>	
25	<u>Investigative Records</u>  For each case investigated, this file contains control cards, various documents used as case evidence, investigation summaries, disposition summaries, and documents indicating court decisions and court orders.	Retain for five (5) years after investigation is completed, then destroy.
	<b>OFFICE OF SUPPORT ENFORCEMENT</b>	
26	<u>Case Records</u>  The case record may contain all or some of the following: Assignment of support rights, absent parent registration, notice of support obligation, location information, and absent parent description sheet.	Retain for three (3) years after case is closed or until all audit requirements are fulfilled, then destroy.
	<b>CENTRAL OPERATIONS DIVISION</b>	
27	<u>Absent Parent Location Case Files</u>  The case record may contain all or some of the following forms: Request for location, report of location, and transmittal letters.	Retain for two (2) years or until all audit requirements have been fulfilled, then destroy.
	<b>PROGRAM AND POLICY SECTION</b>	
28	<u>Tax Refund Intercept Program (TRIP) Certification File</u>  This document is a register of all obligors certified under the Tax Refund Intercept Program.	Retain for three (3) years or until audit requirements are fulfilled, then destroy.
	<b>AUTOMATED INCOME MAINTENANCE SYSTEM (AIMS) PROJECT</b>	
29	<u>AIMS Reports</u>  These reports include various management, financial and statistical reports produced by the system.	Screen semi-annually. Retain necessary documents for five (5) years or until all audit requirements have been fulfilled, then destroy. Retain any documents that are historical and transfer to Hall of Records.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
<b>LEGAL SERVICES OFFICE</b>		
30	<u>Judicare Case Packets</u>  This file consists of some or all of the following: Contract and billing forms, payment vouchers, and voucher transmittals.	Retain for seven (7) years, then destroy.
<b>ACCOUNTING RECORDS</b>		
31	<u>General Accounting Records</u>  Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited Annual Financial Reports to Local and State Agencies Bankbooks and Statements Budget Records, Papers and Worksheets Cancelled Checks, Check Copies and Check Stubs Counter Cash Books Expense Reports Gasoline Tickets Mileage Reports Paid Bills, Vouchers and Invoices Pay and Receiving Warrants and Transmittals Payroll Journals Receipts and Receiving Reports Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Withholding Forms and Statements (Federal and State)	Retain for three (3) years or until all audit requirements are fulfilled, then destroy.
32	<u>Special Accounting Records</u>  A. Reports of audits conducted by the Legislative Auditor  B. Reports of audits conducted by persons or agencies other than the Legislative Auditors  C. Books of Final Entry - General Ledgers  D. Records of Assistance Granted 1. Ledger Card (Name/means may differ in offices) 2. Payment Authorization	Retain for ten (10) years, then destroy.  Retain Permanently.  Retain Permanently.  Retain Permanently.  Retain for five (5) years after effective date or until all audit requirements are fulfilled, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
	<p>E. Food Stamps Issuance Records - Includes all records pertaining to the issuance of food stamps such as: Food Stamp Accountability Report, Ledger Card, Daily Tally Sheet, Cashier's Report, Food Stamp Authorization to Purchase Cards, Food Stamp Update Transmittal Forms, Daily Work Sheets, and Food Stamps Inventory Log.</p>	<p>Retain for five (5) years or until all audit and litigation requirements are fulfilled, then destroy.</p>
33	<p><u>Budget and Fiscal Planning Records</u></p> <p>Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled, then destroy.</p>
34	<p><u>Payroll Accounting Records</u></p> <p>Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled, then destroy.</p>
35	<p><u>Miscellaneous Accounting Records</u></p> <p>Budget Papers and Work Sheets Delivery Orders and Receipts Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Renewable Licenses Stock Record Cards Time Sheets</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled, then destroy.</p>
36	<p><u>Purchasing Records</u></p> <p>Actual Emergency and Repairs Report Copy of Contract Awarded Credit Memorandum Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies (also Agency Interoffice Requisitions)</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled, then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
37	<p><u>Child Support Records (Including Accounting Records)</u></p> <p>Assignment of Rights Court Order Assignment Case Record Ledger Card Authorization to Release Funds Voucher for Administration Check Copies Cash Receipts Ledger Cash Disbursement Ledger Child Support Summary Ledger Child Support Suspense Ledger Journal Voucher Copies Intra-State Incentive Forms Inter-State Incentive Forms Fiscal Report State &amp; County Budget Forms &amp; Work Papers All forms, reports, and associated printouts having to do with TRIP program AFDC case records containing additional information, such as Circuit Court pay records, terminal readings, prior 113 records</p>	<p>Retain state level records for three (3) years or until all audit requirements are fulfilled, then destroy. Retain local department level records for three (3) years after case is closed or until all audit requirements are fulfilled, then destroy.</p>
38	<p><u>Audit Reports--Child Care Facilities</u></p> <p>These are reports resulting from the audit of child care facilities which have a purchase of care agreement with the Department of Human Resources.</p> <p>OFFICE OF CHILD WELFARE--SSA--LICENSING UNIT.</p>	<p>Retain for three (3) years after the completion of audit requirements, then destroy.</p>
39	<p><u>Excess Cost Records</u></p> <p>These records include information and documentation on children placed in child care facilities or residential treatment centers at rates exceeding the rates established by regulation.</p>	<p>Retain for three (3) years after child has left facility, then destroy.</p>
40	<p><u>Licensing Records</u></p> <p>These records include information and documents pertaining to the licensing and evaluation of child care facilities.</p>	<p>Retain for five (5) years after the facility closes or until all audit requirements are fulfilled, then destroy.</p>
41	<p><u>Purchase of Care Agreements</u></p> <p>These are one (1) year agreements with child care facilities regarding the purchase of Title XX services for children by the DHR.</p>	<p>Retain for three (3) years after expiration of agreement or until all audit requirements are fulfilled, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
INCOME MAINTENANCE CASE RECORDS		
42	<u>Food Stamps Case Records</u>	
	The case record may contain all or some of the following: Application for food stamps, food stamp change notice, determination of eligibility, work registration, and medical report.	Retain for five (5) years after case is closed, then destroy.
43	<u>Public Assistance Case Records</u>	
	The case record may contain all or some of the following: Application for public assistance (adults only or families with children), application for emergency assistance, fraud statement, assignment of support rights, work registration, medical reports, grant authorization, caseworker log, and determination of eligibility.	Retain for five (5) years after case is closed, then destroy.
44	<u>Medical Assistance Case Records--Including the Supplemental Security Income Record (SSI)</u>	
	The case record may contain all or some of the following: Application for medical assistance, determination of eligibility, authorization to certify, resource certificate, and nursing home vendor notice.	Retain for five (5) years after case is closed, then destroy.
SOCIAL SERVICE CASE RECORDS		
45	<u>Service Case Records Series I</u>	
	Included in this category of case records are the following: Day Care Service--Homes, Homemaker Service, Services to Families with Children (SFC), Services to Adults (SA), Adult Protective Service (APS), Community Home Care (CHC), Single Parent Service--where no release for adoption occurred or was imminent (SPS), Request from Other Agency (ROA), Judicare, and Work Incentive Program--Special Administrative Unit (WIN-SAU).	Retain for five (5) years after case is closed, then destroy.
46	<u>Service Case Record Series II</u>	
	Included in this category is the Protective Services for Children case records.	Retain for ten (10) years after case is closed, then destroy. Expunge case record within six (6) months or thirty (30) days (depending upon investigation completed code) when charges of neglect were unconfirmed.

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
47	<p><u>Service Case Records Series III</u></p> <p>Included in this category of case records are the following: Adoption Services (both Child &amp; Home), Foster Care (Child, Family, and Home), and Single Parent Service - where release of Child for Adoption has occurred or was imminent (SPS).</p> <p>OFFICE OF DAY CARE--SSA</p>	<p>Retain Permanently. Retain Adoption Records and Permanent Foster Care Records permanently at local department. Retain all other records permanently for eventual transfer to the Hall of Records. (Those records on this category transferred to the Hall of Records will remain sealed with access restricted to authorized personnel from the originating agency).</p>
48	<p><u>Purchase of Center Day Care Agreements</u></p> <p>These are one (1) year agreements with Day Care Centers for the purchase of day care for children by the DHR.</p>	<p>Retain for three (3) years after expiration of agreement or until all audit requirements are fulfilled, then destroy.</p>
49	<p><u>Day Care Center Audit Reports</u></p> <p>These are reports resulting from the audit of Day Care Centers which have a purchase agreement with the DHR.</p> <p>SPECIAL TYPES OF RECORDS</p>	<p>Retain for three (3) years after the completion of all audit requirements, then destroy.</p>
50	<p><u>Unopened Case Records</u></p> <p>This file consists of all cases whether income maintenance or service which were never opened. They were rejected or otherwise disposed of (ODO'S) for such reasons as failure by the client to complete the application process or a finding of ineligibility.</p>	<p>Retain adoptive and foster homes records for ten (10) years after final action, then destroy. Retain all other records for two (2) years after final action, then destroy.</p>
51	<p><u>Maryland Energy Assistance Program Records (MEAP)</u></p> <p>This file contains all records of the program such as the application, client letters and vendor sheets.</p>	<p>Retain for three (3) years or until all audit requirements are fulfilled, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
<p><b>QUALITY CONTROL DIVISION</b></p>		
<p>These records include all worksheets prepared to record results of field visits, personal interviews, and collateral contacts as well as the "Data Sheets" or "Schedules" used to record findings. They also include materials used for selection of statistically valid samples.</p>		
52	<p><u>AFDC Review Records - Active Cases</u></p> <p>QC Review Envelope, form DHR/QC-25, with contents; each review envelope identified by a sequential QC review number. All review envelopes filed in numerical order.</p>	<p>Retain items 52 through 64 for three (3) years or until all audit requirements are fulfilled, then destroy.</p>
53	<p><u>AFDC Review Records - Negative Cases</u></p> <p>QC Review Envelope, form DHR/QC-25, with contents; each review envelope identified by a sequential QC review number. All review envelopes filed in numerical order.</p>	
54	<p><u>AFDC Sample Frames - Active Cases</u></p> <p>A mixture of computer print-outs and check copies that includes all recipients of AFDC grants; organized by months.</p>	
55	<p><u>AFDC Sample Frames - Negative Cases</u></p> <p>A mixture of computer print-outs and forms DHR/SSA-214S and DHR/SSA 256A, that includes all applicants for AFDC grants that are denied or terminated; organized by months.</p>	
56	<p><u>Food Stamps Review Records, Active</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, plus contents; each record identified by sequential review numbers.</p>	
57	<p><u>Food Stamp Review Records, Negative</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, plus contents; each record identified by sequential review numbers.</p>	

RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Item No.	Description	Retention
58	<p><u>Food Stamp Sample Frames - Active Cases</u></p> <p>A mixture of computer print-outs and DAILY TALLEY SHEETS listing persons either authority to receive or issued food stamps. Organized by month.</p>	
59	<p><u>Food Stamp Sample Frames - Negative Cases</u></p> <p>A mixture of computer print-outs, forms DHR/SSA 214S, DHR/SSA 256-A, DSS 418, and Adverse Action letters; organized by months.</p>	
60	<p><u>MA Review Records, Active</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, with contents; each record identified by a sequential QC review number.</p>	
61	<p><u>MA Review Records, Negative</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, with contents; each record identified by a sequential QC review number.</p>	
62	<p><u>MA Sample</u></p> <p>Computer print-outs</p>	
63	<p><u>GPA Review Records</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, with contents; each record identified by a sequential QC review number.</p>	
64	<p><u>QC Reviews - Special Programs</u></p> <p>Each record a QC Review Envelope, form DHR/QC 25, with contents; each record identified by a QC review number assigned sequentially.</p>	