	DEPARTMENT OF GENERAL SERVICE	Schedule No. 2619	
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCH	Page 1 of 3	
Agency	Department of Human R Child Support Enforcement	Division/Unit	
ltem No.	Description		Retention
	This schedule supersedes Schedule # 1023-7 in its	entirety	
	ADMINISTRATIVE RECORDS		
1	Executive Director's and Director's General Corres	spondence	
	Subject arrangement of original incoming letters, c outgoing letters, memoranda, and other material re functions of the Child Support Enforcement Admir (CSEA).	Retain for three (3) years and destroy material that is no longer needed for current business with the following exception: Transfer every three (3) years to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.	
	Representative Date		State Archivist
	lity/Warehouse Administrator		
DGS 550			

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2619			
REC	ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 3			
Agency	Divis	ion/Unit			
ltem No.	Description	Retention			
2	General Administrative File	1			
3	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 CSEA.	Retain for three (3) years and destroy material that is no longer needed for current business with the following exception. Transfer every three (3) years to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.			
3	<u>Case Records</u>	or historical value.			
	The case record may contain all or some of the following documents: Application for services, assignment of support rights, court orders, notice of direct payments and any notarized documentation received. These documents may contain all or some of the following information such as name, address, birth date of applicant, social security number (SSN), employer information, children in need of support—names, birthdates, SSN, and relationship to applicant.	Retain for three (3) years after case is closed or until all aud requirements are fulfilled, whichever is later, and then destroy.			
4	Legislative Records				
	This file consists of original and supporting documents in response to proposed State legislation, which may include testimony, analysis and estimates of fiscal impact.	Retain for ten (10) years, and then destroy.			

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2619			
CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 3			
Divis	ion/Unit			
Description	Retention			
Tax Refund Intercept Program (TRIP) and Tax Refund Offset (TROP) Appeal Decision Reports This file consists of a record of summarized hearing and final decisions.	Retain for seven (7) years or until such time all challenges or audit requirements have been completed, whichever is later and then destroy.			
<u>Federal Adjustment Report</u> This report identifies individuals who filed injured spouse claims and identifies any other adjustments that have been made to federal tax returns.	Retain for seven (7) years or until the completion of audit requirements, whichever is later, and then destroy. Ref: American Institute of Certified Public Accountants			
Child Support Accounting Records – Central Office Check copies along with backup documentation Cancelled checks Bank statements Accounting Reports General Accounting Records	Retain records on site for one (1) year, then retain at DGS for twenty-one (21) years or until all audit requirements are fulfilled, whichever is later and then destroy.			
	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Divis Divis Divis Description Tax Refund Intercept Program (TRIP) and Tax Refund Offset (TROP) Appeal Decision Reports This file consists of a record of summarized hearing and final decisions. Federal Adjustment Report This report identifies individuals who filed injured spouse claims and identifies any other adjustments that have been made to federal tax returns. Child Support Accounting Records – Central Office Check copies along with backup documentation Cancelled checks Bank statements Accounting Reports			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R	EPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		AGENCY RECORDS INVENTORY	
1. Department/Agency Department of Human Resources	410-7 2. Division Child Support Enforcem	99-1930 nent Administratio	on	3. Unit Local Child Support Enforcement Agencies	
The application provides information such as nam	types of information/docur e, address, birth date (DO onship to applicant. Also p	nents/forms foun B) of applicant, s provides applicar	5. Earlie jurisdicti d in the se social secu	st Year/Latest Year to To be complete by each local on. ries. Include the purpose or function of the series.) rity number (SSN), employer information, children nship to the noncustodial parent (NCP), court order	
7. Record Series Format(s) List all Audio Tape Microfilm Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series	8. Record Series Sequence		9. Volume	
11. File is Used	nually	12. File Becomes	Inactive After		
 13. Current Location(s) (Bldg., Floor, Room) To be completed by each jurisdiction 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Electronically duplicated in the Child Support Enforcement System (CSES) 16. Audit Requirements ☑ None □ State □ Federal □ Independent		Child Support Enforcement System (CSES)		
 17. Is an Index System used? If yes, explain briefly and describe Yes No To be completed by each jurisdiction. 19. Name and Title of Preparer Patsy Chappell Program Specialist 		ee (3) year	rs after case is closed or until all audit d, whichever is greater.		

Instructions – Type or Print a separate form for	DEPARTMENT OF	GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	AGEMENT DIVISION Road, P.O. Box 275 Iaryland 20794 0-799-1930			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F			PAGE OF	
1. Department/Agency	2. Division	7.		3. Unit	
Department of Human Resources	Child Support Enforcen	nent Administratio	on	Local Child Support Enforcement Agencies	
DEFINITION: RECORD SERIES: A group of relate	d records normally filed a	ind used as a uni	t for refere	nce as well as retention and disposition purposes.	
4. Record Series Title	su records normally lifed a	and used as a uni		est Year/Latest Year	
Child Support Records				to to ecomplete by each	
				isdiction.)	
6. Record Series Description - May include but no	t limited to the following d	ocumonto: Acoiar		lights, court orders, inter/intra state incentive forms,	
fiscal report,	c infined to the following d	ocuments, Assign	Intent of P	agins, court orders, inter/intra state incentive forms,	
noon report,					
7. Record Series Format(s) List all	8. Record Series	Sequence	0 Mahuma		
in the off off off off off off off off off of	o. Record Series	Sequence	9. Volume	(To be completed by each jurisdiction)	
Letter Size Microfilm	Alphabetical	1	Number		
Legal Size Computer Tape	Numerical		File Dra		
Audio Tape Floppy Disk		Chronological		Microfilm Reel(s) Computer Tape(s)	
Bound Book Video Tape	Geographica	1	Other (specify)	
				al Accumulation	
Other (specify)	To be completed		(To be completed by each jurisdiction)		
	jurisdiction			liter	
			File Dra	awer(s)	
			Microfilm Reel(s)		
				ter Tape(s) specify)	
11. File is Used		12. File Becomes			
			_		
Daily Weekly Monthly Ann To be completed by each jurisdiction.	nually	Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14 Is Record Ser	ies Duplicator	Elsewhere? (If yes, specify agency [®] or office.)	
To be completed by each jurisdiction		Yes	No No	a maximum of the year, apartly of onlog.)	
1	312	Electronically duplicated in the Child Support Enforcement System (CSES)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ments		
		None	State TF	ederal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	10.0			
Yes No	18. Recomm				
To be completed by each jurisdiction	Retain for three (3) years after case is closed or until all audit requirements are fulfilled, whichever is greater.				
To be completed by each jurisdiction. 19. Name and Title of Preparer	20. Telephon		21. Date		
		-	zi. Date		
Patsy Chappell	410-767-745	5			
Program Specialist					

No. of Street, other

Instructions –Type or Print a separate form for	SENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	GEMENT DIVISION		PAGE OF		
1. Department/Agency	2. Division	- 1930	100	3. Unit	
Department of Human Resources	ment Administ	tration	24 Local Child Support Enforcement Agencies		
DEFINITION: RECORD SERIES: A group of relate ourposes.	ed records normally filed	and used as a	unit for re	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	est Year/Latest Year	
Case Records Item 3		1		to	
6. Record Series Description (Briefly describe the series.) The case record may contain all or some direct notice of payments and any notarized docur	of the following informati				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
Letter Size Microfilm	Alphabetica	al	Number		
Legal Size Computer Tape	Numerical	11.134	File Dr		
Audio Tape Floppy Disk	Chronologi	cal	Microfilm Reel(s) Computer Tape(s)		
물건 1945 - Stend & 1949 - 194		and all the	Other (specify)		
Bound Book Video Tape		cal	10. Annual Accumulation		
Other (specify)	Other (spec	cify)	fy) Number		
			File Drawer(s) Microfilm Reel(s) Computer Tape(s)		
11. File is Used		12. File Becom	Other Other		
			-		
🖾 Daily 🖾 Weekly 🖾 Monthly 🖾 An Varies	nually	Number		Month(s)	
13. Current Location(s) (Bldg., Floor, Room)	1.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
		Yes No Electronically - Child Support Enforcement System (CSES)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention				
	Three (3) years after case is closed or until all audit requirements				
	are fulfilled, whichever is greater, and then may be destroyed. 45 CFR part 74 (federal requirement)				
10 Name and Tills (D			01.01		
19. Name and Title of Preparer Kendra Jobe	20. Telepho 410-767-89		21. Date	e	

Instructions Tupo or Drint a constate form for	DEPARTMENT OF C		NICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIVI	NT DIVISION O. Box 275 PAGE OF			
1. Department/Agency	2. Division			3. Unit		
Department of Human Resources DEFINITION: RECORD SERIES: A group of relate	ement Administ and used as a		Executive Director's Office			
4. Record Series Title			5 Earlie	est Year/Latest Year		
Executive Director's and Director's General Corre Item 1	spondence		J. Lane	to		
6. Record Series Description (Briefly describe the series.) Original incoming letters, copies of outgoi functions of the Child Support Enforcement Admin	ing letters, memorandum					
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
Letter Size 🔲 Microfilm	Alphabetica	al	Number			
Legal Size Computer Tape	Numerical		File Dr	rawer(s) ilm Reel(s)		
Audio Tape Floppy Disk	Chronologi	ical	Comp	uter Tape(s)		
Bound Book Video Tape	Geographi	cal		Other (specify)		
Other (specify)	Other (spe	cify)	Number			
				 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 		
11. File is Used As needed		12. File Becom				
	inually	Number		Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 311 W. Saratoga St. 3 rd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	planning ar	ears, ther nd policy t all be reta	Retention destroy. Directives and other materials relating to hat illustrate the development of the child support ained permanently for eventual transfer to the Hall			
19. Name and Title of Preparer Patsy Chappell Program Specialist	II one Number 455	21. Dat	e			

DGS 550-4 (Rev. 1/93)

Instructions Tuno or Print a congrate form for	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275	PAGE OF	
		ryland 20794 ⁹⁹⁻¹⁹³⁰			
1. Department/Agency	2. Division			3. Unit	
Department of Human Resources	Child Support Enforce	ement Administ	tration	Executive Director's Office	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title	1 fra		5. Earlie	est Year/Latest Year	
General Administrative File				to	
Item 2		100	1		
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms f	found in th	e series. Include the purpose or function of the	
series.) Original incoming letters, copies of outgo	ing letters, memorandum	ns, reports, stud	dies, surve	eys, investigations, press releases, newspaper	
clippings, legislative reference material, directives	and other miscellaneous	s papers relatir	ng to the C	Child Support Enforcement Administration.	
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
Letter Size I Microfilm	Alphabetica	al	Number		
Legal Size Computer Tape	Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronologi	ical	Computer Tape(s)		
Bound Book Video Tape	Geographi				
Other (specify)	C Other (spe	and the second sec		Accumulation	
			Number		
		File Drawer(s)		awer(s)	
			Microfilm Reel(s) Computer Tape(s)		
		Cher (specify)			
11. File is Used *		12. File Becom	es Inactive A	fter	
Daily Weekly Monthly A	nnually	Number		Month(s) Year(s)	
*As needed					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
311 W. Saratoga St. 3rd Floor		Yes 🛛 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No		Milano] Federal 🔲 Independent	
		Norie			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes	e requirements	18. Recommended Retention			
	Three (3) years, then destroy. Directives and other materials relating to				
	planning and policy that illustrate the development of the child support				
		of Records.		ined permanently for eventual transfer to the Hall	
19. Name and Title of Preparer		one Number	21. Dat	8	
Kendra Jobe	410-767-89	918			
Facility/Warehouse Administrator					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	rised record series. Forward RECORDS MANAGE		ISION			
1. Department/Agency	2. Division			3. Unit		
Department of Human Resources	Child Support Enforce	ement Adminis	tration	Policy		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	a unit for re	eference as well as retention and disposition		
4. Record Series Title – Legislative Records			5. Earlie	est Year/Latest Year		
Item 4			Sec.	004 to _current		
 Record Series Description (Briefly describe the series.)File consists of original and supporting doc impact statements. 				ne series. Include the purpose or function of the n, which may include testimony, analysis and fiscal		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm	Alphabetica	al	205 files Number	<u> </u>		
Legal Size Computer Tape	Numerical		⊠ File Drawer(s)			
Audio Tape Floppy Disk	Chronologi	ical	Microfilm Reel(s) Computer Tape(s)			
Bound Book Video Tape	Geographic	cal	Other (specify)			
Other (specify)	Other (spec	Other (specify)		10. Annual Accumulation 14 files Number		
			File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used		12. File Becom	les Inactive A	fter		
Daily Weekly Monthly And File is used basically during the legislative session only.	nually	Number		Month(s)		
13. Current Location(s) (Bldg., Floor, Room) 311 W. Saratoga Street, 3 rd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements ☑ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes	18. Recommended Retention Ten years					
9. Name and Title of Preparer 20. Telepho Kendra Jobe 410-767-89		one Number 918	21. Date	9		

Instructions Time or Drink a consulta form for			AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF G				
with Records Retention Schedule (DGS 550-1)	rds Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930		PAGE OF		
1. Department/Agency	2. Division	1	3. Unit		
Department of Human Resources	Child Support Enforce	ment Administration	State Disbursement Unit		
			and the second sec		
	1 14 2 PM	Sec. Strand			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a unit for i	reference as well as retention and disposition		
4. Record Series Title	1. J. L	5. Earli	est Year/Latest Year		
TRIP/TROP Appeal's Decisions Reports		_200	08to2012		
Item 5		1.121 12/17			
6. Record Series Description (Briefly describe the	types of information/docu	iments/forms found in t	the series. Include the purpose or function of the		
series.) Letters received periodically from the Offic					
intercept of their federal and/or state tax refund.					
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volum	e		
	-		per year		
Letter Size Microfilm	Alphabetica	I Number			
Legal Size Computer Tape	Numerical		e Drawer(s) Locked icrofilm Reel(s)		
Audio Tape Floppy Disk			puter Tape(s)		
			r (specify)		
Bound Book Video Tape	Geographic				
Other (specify)	Other (spec		10. Annual Accumulation 20 Number		
			Drawer(s)		
			film Reel(s) puter Tape(s)		
			Other (specify)		
11. File is Used	100	12. File Becomes Inactive	After		
	4				
Daily Weekly Monthly Anni	ually	Number	Month(s) 7 Year(s)		
		and the second			
a hat we have the					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
6000 Metro Drive, Suite 110 Baltimore, MD 21215		Yes No Copies kept at local child support agencies OAH also sends appeal letter and decision letter to the NCP, local office where case resides.			
		16 Audit Dearline			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Safeguards listed in the Tax Information Security Guidelines for R	Federal, State,	None 🛛 State	Federal Independent		
and Local Agencies are followed.		1.	비행 이 아이는 것이 없는 것이 없다.		
17. Is an index Sustam used? If use surface briefly and describe	requirements	40 D	Detection		
 Is an Index System used? If yes, explain briefly and describe Yes X No 	requirementa	18. Recommended			
		7 years and then sh	redded to 5/16 of an inch.		
19. Name and Title of Preparer	20. Teleph	one Number 21. Da	ate		
19. Name and Title of Preparer Kendra Jobe	20. Teleph 410-767-85		ate		

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for	- nstructions –Type or Print a separate form for DEPARTMENT OF GE			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE OF	
 Department/Agency Department of Human Resources 	2. Division Child Support	t Enforcement Adminis	tration	3. Unit Accounting	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norm	ally filed and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title Child Support Accounting Records Item 7	.999. ₁₁		20	st Year/Latest Year 05 toPresent (To be complete by each isdiction.)	
 Record Series Description – May include but no checks, bank statements, accounting reports, and 			heck copie	es along with backup documentation, cancelled	
7. Record Series Format(s) List all	8. F	Record Series Sequence	9. Volume		
Letter Size Microfilm		Alphabetical	Number	(To be completed by each jurisdiction)	
Legal Size Computer Tape		Numerical	File Dr		
Audio Tape Floppy Disk				crofilm Reel(s) mputer Tape(s)	
Bound Book Video Tape		Geographical		(specify) Boxes and Binders	
Other (specify)		Other (specify)	10. Annual Accumulation		
				File Drawer(s) Graphiconfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		12. File Becon			
🔀 Daily 🛛 Weekly 🖾 Monthly 🖾 Ar Varies, depending upon requests.	nnually	Number	Mon	th(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 311 W. Saratoga Street, 3 rd Floor		X Yes	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Check copies on CDs.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Req	16. Audit Requirements			
IRS Publication 1075					
17. Is an Index System used? If yes, explain briefly and describe	Retain for	 Recommended Retention Retain for fifteen (15) years after case is closed or until all audit requirements are fulfilled, whichever is greater, then destroy. 			
19. Name and Title of Preparer Kendra Jobe	arer 20. Teleph 410-767-8		21. Dat		
Facility/Warehouse Administrator	and the second		1		

DGS 550-4 (Rev. 1/93)