

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number (To be completed by DGS/Records Management Division)	2917
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Agency Information

Department / Agency	Department of Human Services
Division / Unit	Child Support Administration (including all local child support offices)
Mission Statement/Link to division/unit website	http://kb.dhs.maryland.gov/child-support-administration/mission-vision-and-guiding-principles-of-the-child-support-program/

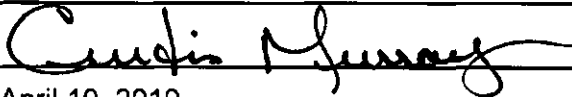
Schedule Information

Supersedes Schedule(s)	Schedule No. 2619
Amends Schedule(s)	

Preparer Information

Name of Preparer	Stephen Holmes
Title of Preparer	Human Services Administrator I
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Date	September 14, 2018

Agency Approval

Name of Records Officer	Curtis Murray, Assistant Chief and Records Officer
Agency Records Officer's Signature	
Date	April 10, 2019

State Archivist Approval

State Archivist Signature	
Date	5.17.19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2917 (To be completed by DGS/Records Management Division)
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Records Series Title: Executive Director’s and Director’s General Correspondence	Page 1 of 7 Please Note: This retention schedule covers general administrative files common to all units, including all local Child Support offices.
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Record Series Content	Original incoming letters, copies of outgoing letters, memorandums, and other material relating to the functions of the Child Support Administration.
Record Series Function	General administration of the Child Support Administration.
Organization/Arrangement	Organized alphabetically by subject matter.
Indexing System	Not Applicable
Restrictions (Law or Reg. Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper filed alphabetically in file cabinets.
Volume (file drawers, gigabytes, etc.)	180 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	10 file drawers
Current Location	Central Office, 311 W. Saratoga Street, Baltimore, MD 21201
Audit Requirements	None
Date Span	2000-2018
Completeness /Gaps	None

Schedule Item Number	1
Retention	Retain 3 years, then destroy, with the following exception: directives and other materials relating to planning and policy that illustrate the development of the child support program shall be retained permanently and transferred every 3 years to the State Archives.

**Justification for
Permanent
Retention**

Shows development of the child support program.

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Records Series Title: General Administrative File	Page 2 of 7
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Record Series Content	Original incoming letters, copies of outgoing letters, memorandums, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other material relating to the functions of the Child Support Administration.
Record Series Function	General administration of the Child Support Administration.
Organization/Arrangement	Organized alphabetically by subject matter.
Indexing System	Not Applicable
Restrictions (Law or Reg. Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper filed alphabetically in file cabinets.
Volume (file drawers, gigabytes, etc.)	180 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	10 file drawers
Current Location	Central Office, 311 W. Saratoga Street, Baltimore, MD 21201
Audit Requirements	None
Date Span	2000-2018
Completeness /Gaps	None

Schedule Item Number	2
Retention	3 years, then destroy. Directives and other materials relating to planning and policy that illustrate the development of the child support program shall be transferred to the Hall of Records for permanent retention after 3 years..

Justification for Permanent Retention	Shows development of the child support program.
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Records Series Title: Case Records	Page 3 of 7
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Record Series Content	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, and children in need of support-names, birthdates, SSN, and relationship to applicant.
Record Series Function	Case records are required by Federal and State law in order to administer the child support program.
Organization/Arrangement	Alphabetical by name and also by case number.
Indexing System	Stored electronically can look up by either name or case number.
Restrictions (Law or Reg. Citation)	Restricted generally for confidentiality under Maryland Annotated Code General Provisions § 4-301 and generally under 26 U.S. Code § 6103 - Confidentiality and disclosure of returns and return information.
Formats (bound book, microfilm, pdf, tif, etc.)	Electronically and hard copies in file drawers.
Volume (file drawers, gigabytes, etc.)	Child Support Enforcement System currently uses 200 GB of storage and this includes backup and 9494 file drawers for open and closed cases.
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 5GB and 200 file drawers. Some years, however, there may be a decrease in volume.
Current Location	Local CSA offices and CSA Central.
Audit Requirements	<p>Yes. <i>K.504.3 Case File Retention</i></p> <p>When a case is closed, the hard copy case file shall be separated from open case files and retained for a period of four years from the date of closure. The closed file shall be stored at the local support enforcement office for one year and then transferred to a State or local storage facility outside the local office for the remaining three years. If any litigation, claim, negotiation, or audit is initiated before the end of the four-year retention period, the file shall be retained until all action has</p>

	been completed and all issues resolved. 45 CFR 75.361.
Date Span	2000 – 2019.
Completeness /Gaps	Not applicable.

Schedule Item Number	3
Retention	When a case is closed, the hard copy case file shall be separated from open case files and retained for a period of four years from the date of closure. The closed file shall be stored at the local support enforcement office for an additional year. After the cumulative 5 years the files shall be destroyed.
Justification for Permanent Retention	Not applicable

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Records Series Title: Legislative Records	Page 4 of 7
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Record Series Content	Original and supporting documents in response to proposed State legislation, which may include testimony, analysis and fiscal impact statements.
Record Series Function	Development of child support program through legislation and regulations.
Organization/Arrangement	Loose paper and electronically.
Indexing System	Not applicable
Restrictions (Law or Reg. Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper filed chronologically in file cabinets and electronically.
Volume (file drawers, gigabytes, etc.)	180 file drawers; 180 GB
Annual Accumulation (file drawers, gigabytes, etc.)	10 file drawers; 10 GB
Current Location	Central Office, 311 W. Saratoga Street, Baltimore, MD 21201
Audit Requirements	None
Date Span	2010—2018
Completeness /Gaps	None
Schedule Item Number	4
Retention	Retain for 10 years, then destroy.
Justification for Permanent Retention	Not applicable

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Records Series Title: State Tax Refund Intercept Program (TRIP)/Federal Tax Offset Program (TROP) Appeal's Decision Reports	Page 5 of 7
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Record Series Content	Letters received periodically from the Office of Administrative Hearings (OAH) for Non-custodial parent (NCP) filing an appeal of their federal and/or state tax refund.
Record Series Function	Processing and record keeping of OAH appeals.
Organization/Arrangement	Alphabetically
Indexing System	Not applicable.
Restrictions (Law or Reg. Citation)	Safeguards listed in the Tax Information Security Guidelines for Federal, State and Local Agencies are followed.
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper.
Volume (file drawers, gigabytes, etc.)	20-30 per year, 36 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers
Current Location	State Disbursement Unit, 110 Painter's Mills Road, Suite 300, Owings Mills, MD 21117. OAH will also send a copy of the decision letter to local office where the case resides.
Audit Requirements	Yes, both Federal and State.
Date Span	2012 – 2018
Completeness /Gaps	None

Schedule Item Number	5
Retention	7 years and then shred to 5/16 of an inch.
Justification for Permanent Retention	Not applicable

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Records Series Title: Federal Adjustment Report	Page 6 of 7
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Record Series Content	This report identifies individuals who filed injured spouse claims and identifies any other adjustments that have been made to federal tax returns.
Record Series Function	General administration of federal requirements for child support program.
Organization/Arrangement	Alphabetically
Indexing System	Not applicable.
Restrictions (Law or Reg. Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper.
Volume (file drawers, gigabytes, etc.)	36 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers
Current Location	State Disbursement Unit, 110 Painter's Mills Road, Suite 300, Owings Mills, MD 21117. OAH will also send a copy of the decision letter to local office where the case resides.
Audit Requirements	Yes, both Federal and State.
Date Span	2012 – 2018
Completeness /Gaps	None
Schedule Item Number	6
Retention	Retain for 7 years or until completion of audit requirements, whichever is later, then destroy. Reference: American Institute of Certified Public Accountants.
Justification for Permanent Retention	Not applicable

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Records Series Title: Accounting Records Federal Adjustment Report	Page 7 of 7
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Record Series Content	Check copies along with backup documentation; Cancelled checks; Bank statements; Accounting Reports; and General Accounting Records
Record Series Function	General administration of federal requirements for child support program.
Organization/Arrangement	Alphabetically
Indexing System	Not applicable.
Restrictions (Law or Reg. Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper.
Volume (file drawers, gigabytes, etc.)	36 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers
Current Location	State Disbursement Unit, 110 Painter's Mills Road, Suite 300, Owings Mills, MD 21117. OAH will also send a copy of the decision letter to local office where the case resides.
Audit Requirements	Yes, both Federal and State.
Date Span	2012 – 2018
Completeness /Gaps	None
Schedule Item Number	7
Retention	Retain for 7 years or until completion of audit requirements, whichever is later, then destroy. Reference: American Institute of Certified Public Accountants.
Justification for Permanent Retention	Not applicable