

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services	Schedule Number (1)	03	Date	06/17/08	
Division	Social Services	Page	1	of	2	Pages
Address	10877 Conductor Blvd, Ste 200 Sutter Creek, CA 95685	Records Management Approval Number (2)	5106-2008-03 BOS Approved: 7/8/08			

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	Media	Vital	Archive	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Note: Destruction of duplicate copies is authorized pursuant to Government Code Section 26201. Pursuant to Government Code Section 26202, some records more than two years old may be destroyed. Retention periods shall be extended when necessary to comply with audits, civil and criminal action, and any other matter requiring the continued retention of the records. County Archives shall provide access to archived County records in accordance with applicable federal and State statutes and regulations and County ordinances and policies. Any records depicted in this schedule as confidential and require destruction by shredding are not eligible for review by Archives. County records, both originals and copies, are COUNTY PROPERTY and are required to be kept in the appropriate offices and files. They may not be removed therefrom except for inter-office work or otherwise as necessary in the ordinary course of conducting County business. Employees may not take County records home or to some location other than their offices except as required in the ordinary course of conducting County business. Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted. This retention schedule supersedes all previously approved retention schedules.							"ACL" = All County Letter "CalWORKS" = California Work Opportunity and Responsibility to Kids "CY" = Current Year "MPP" = Manual of Practices and Procedures (State) "TANF" = Temporary Assistance for Needy Families "WDTIP" = Welfare Data Tracking Implementation Program

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ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	Media (5)	Vital (6)	Archive (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
01	ASSISTANCE PROGRAMS***** May include: information on income and property, vital records of the client, application for public assistance (Food Stamps, Medi-Cal, County Medical Services Program (CMSP)) benefits. May also contain case documentation and fiscal edit documents.	P			CY of last expenditure	3 1/2 years	CY of last expenditure + 3 1/2 years	Pursuant to MPP 23-353, records shall be retained for 3 1/2 years from date of last expenditure. Confidential Records. Destroy by shredding.
02	TANF and CalWorks***** May include: information on income and property, correspondence, vital records of the client, application for public assistance, food stamps, and/or Medical benefits, edit documents for issuance of aid, and case documentation.	P			CY of last expenditure	Until notified by the State	Upon notification from the State of verification completion	Pursuant to ACL 06-33, TANF and CalWORKS cases shall be retained until the 60 Month Calendar in the WDTIP system has been verified. The State will notify the County when the verification is completed. Confidential Records. Destroy by shredding.
03	FISCAL RECORDS***** May include: budget line files, revenue records, food stamp issuance statistics, payroll, assistance grants, general relief	P			Close of FY + 1	4 years	Close of FY + 5	Pursuant to MPP 23-353, records shall be retained for five years following the closure of the fiscal year. Confidential Records. Destroy by shredding.
04	TIME CARDS***** May include: In-Home Support Services (IHSS) timecards	P			CY + 1 year	4 years	CY + 5 years	Pursuant to MPP 23-353, records shall be retained for five years following the closure of the fiscal year. Confidential Records. Destroy by shredding.