

SCHEDULE of RECORDS RETENTION and DISPOSITION

(1) TO: Delaware County (740) 833-2140
 (Records Commission) (Telephone)

50 Channing St. Delaware 43015 Delaware
 (Street Address) (City) (Zip Code) (County)

(2) FROM: Delaware County Department of Job and Family Services
 (Political Subdivision) (Unit)

Mona L. Reilly Director 9-13-06
 (Signature) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 4/17/07 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Alan A. Egan 4/17/07
 (Signature) (Date)

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Frederick 4-20-07
 (Signature for the Ohio Historical Society) (Date)

Approved by the Ohio Auditor of State: Martin E. Meehan 5-8-07
 (Signature for the Ohio Auditor of State) (Date)

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

DELAWARE COUNTY JOB & FAMILY SERVICES **SOCIAL SERVICES**
 (Political subdivision name) (Unit) (9)

(Form RC-2)

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-01	TAPE AND/OR VIDEO RECORDINGS AND SHORTHAND NOTES: Verbatim recordings of meetings, summarized in official written proceedings or minutes for statutory board and commissioners	Upon approval of transcribed minutes of proceedings. Destroy two (2) years after transcription.		
06-02	SOCIAL SERVICES INTAKE CASE FILES: <ul style="list-style-type: none"> ▪ Child abuse or neglect reports ▪ Investigation summary ▪ Case evaluation and disposition ▪ Case notes ▪ Transcribed dictation ▪ Collateral contact results ▪ Police or sheriff's reports ▪ School reports ▪ Mental health reports ▪ Physical health reports ▪ Incident, client, family info from FACSIS ▪ Photographs of victim ▪ Photographs of unsanitary environment 	Retain two (2) years in agency; send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	APR 20 2007

**SCHEDULE OF RECORDS RETENTION and DISPOSITION
CONTINUATION SHEET—SOCIAL SERVICES**

(5)	(6)	(7)	(8)	(9) AUDITOR
SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-03	HEALTHCHEK CASE FILES: <ul style="list-style-type: none"> ▪ Healthchek Surveys ▪ EPSDT/Healthchek screening invoices ▪ Treatment history printouts ▪ Telephone messages ▪ Written comments ▪ Letter communications from the Ohio Department of Health re: lead levels ▪ Letter communications with client ▪ At-risk Pregnancy Assessments (ARPS) ▪ Pre-natal care printouts ▪ Newborn report printouts ▪ ARPS transportation paperwork ▪ MAC record screen printouts ▪ Children Services referrals 	Retain in agency three (3) years after case is closed and inactive. Send to Records Center for destruction.	PAPER	
06-04	FORMS: <ul style="list-style-type: none"> ▪ ODJFS 1810 - Monthly ▪ ODJFS 4269 - Adoption Report ▪ ODJFS 4287 - Adult Protective Services 	Retain in agency after audit: Ten (10) years Five (5) years Five (5) years	PAPER	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
06-05	TITLE XX ELIGIBILITY DOCUMENTATION: <ul style="list-style-type: none"> ▪ ODJFS 1000 ▪ ODJFS 1400 (biannual) ▪ ODJFS 1704 ▪ ODJFS 1001 	Retain in agency three (3) years after case is inactive and closed provided audited then destroy.	PAPER	
06-06	AUDIO TAPES/VIDEO TAPES	Retain in agency until no longer of administrative value. Then destroy.	MAGNETIC TAPE	
06-07	STATE ADOPTION SUBSIDY CASE FILES: <ul style="list-style-type: none"> ▪ Current FACSIS (Family & Children Services Information System) family status ▪ Adoptive placement agreement ▪ Application for state adoption assistance ▪ Documentation of application for Title IV-E adoption assistance and approval or denial eligibility ▪ Documentation of child's special needs ▪ Verification of financial need at initial application and re-determination ▪ Documentation of special services requested ▪ Approval for state adoption subsidy ▪ Notifications regarding denial, re-determination, suspension and termination of the subsidy ▪ Documentation of Title XIX medical coverage ▪ Final decree of adoption (COPY) ▪ Requests for and findings of any review conducted pursuant to Rule 5101:2-33-04 of Ohio Administrative Code ▪ Transcribed dictation ▪ Case notes ▪ Correspondence from social worker to any service provider or others not already included in the case. <p>Case file must contain a notation regarding existence of a STATE SUBSIDY CASE RECORD.</p>	Retain in agency for two (2) years send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	

**SCHEDULE OF RECORDS RETENTION and DISPOSITION
CONTINUATION SHEET—Social Services**

(5)	(6)	(7)	(8)	(9) AUDITOR
SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-08	ADOPTED CHILD'S CASE FILE: <ul style="list-style-type: none"> ▪ Documents pertaining to preparing the child for placement ▪ Adoptive placement agreement ▪ Waiver of confidentiality (signed and filed) ▪ Medical records (physical completed) ▪ Medical/dental records ▪ Immunization records ▪ Foster care placement history ▪ Record findings of child's heritage, self-esteem, separation, attachment, adoption and interracial issues, if applicable, and associated documents proving efforts to provide support in such matters ▪ Certified copy of permanent surrender/judgment entry ▪ Child study inventory ▪ Copy of original birth certificate ▪ Written reports documenting monthly consultations between social worker and adoptive parents ▪ Copies of life book materials ▪ Proof of status as SEALED and CONFIDENTIAL at finalization of adoption. 	Retain in agency for two (2) years send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	
06-09	ADOPTION ASSISTANCE CASE FILE: <ul style="list-style-type: none"> ▪ Current FACSIS information ▪ Family income documentation ▪ Application for adoption assistance ▪ Social worker correspondence with service providers or anyone not already included in the case. <p>Case file must contain a notation regarding the existence of either an ADOPTION ASSISTANCE CASE RECORD of a STATE SUBSIDY CASE RECORD, or both, if applicable.</p>	Retain in agency for two (2) years send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	
06-10	CARE GIVER CASE RECORDS: <ul style="list-style-type: none"> ▪ Current FACSIS information ▪ Home study report and recommendation ▪ Waivers of rule compliance ▪ Copies of family foster home certificates ▪ Social worker correspondence with service providers or anyone not already included in the case. ▪ Medical report on foster parents ▪ Medical statement on others in the household ▪ Water test results ▪ Fire inspection results ▪ Verification of training ▪ Case notes and transcribed dictation 	Retain in agency for one (1) year; send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	
06-11	ADULT PROTECTIVE CASE FILES: <ul style="list-style-type: none"> ▪ Reports of abuse/neglect/exploitation ▪ Investigation summary ▪ Law enforcement reports or correspondence ▪ Social worker correspondence with service providers or anyone not already included in the case. ▪ Legal documents pertaining to probate court actions, guardianship, adult probation orders, etc. ▪ Case notes and transcribed dictation ▪ Adult Protective Service Monthly Report (ODJFS 4287) 	Retain in agency for five (5) years from last incident provided audited. Send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET—Social Services

(5)	(6)	(7)	(8)	AUDITOR
SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-12	<p>ADOPTIVE FAMILY CASE FILES:</p> <ul style="list-style-type: none"> ▪ Current FACSIS family status application for adoptive placement ▪ Marriage certificate ▪ Divorce decree(s) ▪ Financial statement(s) ▪ Medical statement(s) for adoptive applicant(s) ▪ Medical statement for non-parental member of household ▪ Authorization(s) for release of confidential information ▪ Police/criminal record check ▪ Adoptive placement agreement ▪ Copy of child's case plan ▪ Law enforcement correspondence ▪ Social worker correspondence with adoptive parent(s) (only correspondence not already included in the case file) ▪ Release of information forms ▪ Agency review, approval/denial notifications ▪ Case notes ▪ Transcribed dictation regarding services ▪ Home study materials (outlined in Section 8 of the Adoption Policy) ▪ Home study updates ▪ Registration/waiver of registration documents ▪ Copies of documents filed in court proceedings related to the finalization of adoption <p>Case file must contain a notation regarding the existence of a STATE ADOPTION SUBSIDY CASE RECORD and an ADOPTION ASSISTANCE CASE RECORD, or both, if applicable.</p>	<p>Retain in agency for five (5) years after last contact; send to Records Center for microfilming. Destroy paper copies after microfilming.</p>	MICROFILM	
06-13	<p>CHILD PROTECTIVE SERVICES CASE FILES:</p> <ul style="list-style-type: none"> ▪ Complaint motion for pre-dispositional interim orders ▪ Affidavit for pre-dispositional interim orders ▪ Written request for service ▪ Judgment entries (court ordered protective service) ▪ Adjudication hearing entry ▪ Dispositional hearing entry ▪ Review hearing entries ▪ Other copies of motions, continuances and legal documents pertaining to the case ▪ Case plan, revisions or amendments, status reports ▪ Semi-annual administrative reviews ▪ Case notes and transcribed dictation ▪ Psychological evaluations (mental/emotional) and correspondence between social worker and psychologist ▪ Therapy reports ▪ Information release for psychological information ▪ Current FACSIS information ▪ Grades, school reports and correspondence pertaining to education ▪ Law enforcement reports and correspondence ▪ Correspondence between social worker and others not already included in case ▪ Crippled children cases 	<p>Retain in agency for one (1) year; send to Records Center for microfilming. Destroy paper copies after microfilming.</p>	MICROFILM	

**SCHEDULE OF RECORDS RETENTION and DISPOSITION
CONTINUATION SHEET—Social Services**

(5)	(6)	(7)	(8)	AUDITOR
SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-14	FOSTER CARE CUSTODY CASE FILES: <ul style="list-style-type: none"> ▪ Voluntary agreements ▪ Complaints ▪ Custody affidavits ▪ Motion for pre-dispositional interim orders ▪ Affidavit for pre-dispositional interim orders ▪ Written request for service ▪ Judgment entries (emergency temporary custody or ex-parte orders) ▪ Shelter care hearing entry ▪ Dispositional hearing entries ▪ Review hearing entries ▪ Copies of motions or continuances ▪ Legal documents pertaining to the court case ▪ Foster home license ▪ Relative home approval ▪ Information to caregivers (must be signed) ▪ Care agreement ▪ Information regarding sexually abused children ▪ Correspondence to/from caregiver ▪ Initial physical examination ▪ Follow-up examinations by physician ▪ Dental and vision information ▪ Immunization record ▪ Correspondence with physicians pertaining to physical health ▪ Information release forms for medical and psychological evaluations ▪ Therapy reports ▪ Correspondence with psychologist/psychiatrist pertaining to mental/emotional health issues ▪ Current FACSIS information ▪ Birth certificate ▪ Social Security card/number ▪ Social Security/SSI income verification ▪ Financial resource verification ▪ Case plan/revisions/amendments/status reports ▪ Initial annual review (Citizen's Review Board) ▪ Semi-annual and annual administrative reviews ▪ Foster care maintenance—initial application ▪ Common application form if not FOM eligible ▪ DCJFS referral to CSEA ▪ DCJFS/CSEA interface sheet ▪ Absent parent profile ▪ Child study for adoption ▪ School grades, reports and correspondence relating to education and health ▪ Law enforcement reports and correspondence ▪ Case notes and transcribed dictation 	Retain in agency for one (1) year after service ends. Send to Records Center for microfilming. Destroy paper copies after microfilming.	MICROFILM	
06-15	COPIES: Administrative Reports Semi-Annual Review copies Status reports Sacwis Interim Solution reports (SIS) Case record copies	Retain in agency until no longer of administrative value. Then destroy.	PAPER	

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES
WORKFORCE DEVELOPMENT

(Political subdivision name)

(Unit)

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AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-16	OHIO WORKS FIRST (OWF) CASE FILES: <ul style="list-style-type: none"> ▪ Job leads search log ▪ Class schedules and school information ▪ Referral forms ▪ Time sheets ▪ Attendance verifications ▪ Signed employability plan ▪ Hard copy assessment sheets ▪ Employment history questionnaire ▪ Mileage verifications ▪ Information release forms ▪ Orientation packet information ▪ Correspondence and telephone messages 	Retain in agency three (3) years after case is closed then destroy.	PAPER	
06-17	WORKFORCE INVESTMENT ACT (WIA) CASE FILES: <ul style="list-style-type: none"> ▪ Application for services ▪ Income verifications ▪ Case notes ▪ Training information/vouchers ▪ Individual Strategy Service Plan (ISS) ▪ Referrals for client services ▪ Individual Training Account (ITA) 	Retain in agency three (3) years after case is closed then destroy.	PAPER	
06-18	ADULT LITERACY EDUCATION STUDENT FILES: Information used for tracking/monitoring client activity for invoicing purposes.	Retain in agency three (3) years after student leaves the program provided audited then destroy.	PAPER	
06-19	ON-THE-JOB TRAINING FILES: Wage subsidy for Workforce investment Act (WIA) Clients.	Retain in agency six (6) years after audited then destroy.	PAPER	
06-20	COPIES OF: Administrative records Case files Alerts Client Registry Information System Enhanced (CRISE) screens Job alerts	Retain in agency until no longer of administrative value. Then destroy.	PAPER	

*Audited means: the years
 encompassed by the records
 have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.*

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES

(Political subdivision name)

INCOME MAINTENANCE

(Unit)

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(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-21	IM ADMINISTRATIVE REPORTS: <ul style="list-style-type: none"> ▪ Early Detection/Prevention Monthly Report ▪ FNS 46 (Issuance Reconciliation Report) ▪ FNS 250 (Food Stamp Coupon Account Report) ▪ FNS 259 (Food Stamp Mail Issuance Report) ▪ FNS 260 (Requisitions for Direction Cards) ▪ FNS 471 (Account and Destruction Report) 	Retain in agency five (5) years provided audited then destroy.	PAPER	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
06-22	PREVENTION/RETENTION/CONTINGENCY (PRC): Temporary assistance for emergency services.	Retain in agency three (3) years from date of most recent closure then destroy.	PAPER	
06-23	INCOME MAINTENANCE (IM) REPORTS: Vital information provided online by the State of Ohio. Hard copies are requested periodically for reference purposes.	Retain in agency until no longer of administrative value (Hard copy requests) then destroy.	PAPER	
06-24	ACTIVE FOOD STAMP CASE FILES WITH NO OVERPAYMENT: Includes forms used to establish eligibility, food stamp budget, and employment verifications.	Purge and destroy files over seven (7) years old (see exclusions cited in Administrative Procedure Manual 9212)	PAPER	
06-25	FOOD STAMP CASE FILES CLOSED AND INACTIVE FOR THREE (3) YEARS (public assistance): Includes forms used to establish eligibility, food stamp budget, and employment verifications.	Retain in agency three (3) years from date of most recent closure then destroy.	PAPER	
06-26	MEDICAID CASE FILES: ACTIVE WITH NO OVERPAYMENT: Includes forms used to establish the need for Medicaid, doctor verifications, county medical service forms (CMS), hospital records and income verifications.	Purge and destroy files over seven (7) years old provided audited. (See exclusions cited in Administrative Procedure Manual 09212).	PAPER	
06-27	MEDICAID CASE FILES CLOSED AND INACTIVE FOR THREE (3) YEARS: Includes forms used to establish the need for Medicaid, doctor verifications, county medical service forms (CMS), hospital records and income verifications.	Retain in agency three (3) years from date of closure provided audited. Send to Records Center for destruction if no overpayment action is pending.	PAPER	
06-28	MEDICAID ROSTERS: <ul style="list-style-type: none"> ▪ Medicaid payment journals (alphabetical) ▪ Medicaid payment journals (numerical) 	Retain in agency three (3) years provided audited then destroy.	PAPER	
06-29	BENEFICIARY/EARNINGS DATA EXCHANGE (BENDIX): Social Security earnings.	Retain in three (3) years provided audited then destroy.	PAPER	
06-30	IM ADMINISTRATIVE FORMS: <ul style="list-style-type: none"> ▪ ODJFS 4200 (Food Stamp Fraud Control) ▪ ODJFS 4221 (EA Report) ▪ ODJFS 4229 (ADC Overpayment) ▪ ODJFS 4230 (ADC Fraud Activity) ▪ ODJFS 4233 (Summary of JOBS Services/exp) ▪ ODJFS 4235 (IEVS Cost Report) ▪ ODJFS 7206 (Food Stamp Program Client Repay) ▪ ODJFS 7210 (OH Food Stamp Program Information Statement) ▪ ODJFS 7424 (Claim Determinations) ▪ ODPW 4228 (CS Report) 	Retain in agency five (5) years provided audited then destroy.	PAPER	

SCHEDULE OF RECORDS RETENTION and DISPOSITION

CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES

INCOME MAINTENANCE

(Political subdivision name)

(Unit)

(5) (6) (7) (8) (9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-31	SPOUSAL SUPPORT ASSESSMENTS RECIPIENTS: Information used to verify income from a spouse to determine eligibility for nursing home care.	Retain in agency permanently.	PAPER	
06-32	MEDICAID CASE FILES (INCLUDING): OPEN CASES CLOSED CASES WITH OVERPAYMENT WITHOUT OVERPAYMENT	Retain closed case (all volumes) in agency for three (3) years after audit and last contact with recipient then destroy.	PAPER	
06-33	GRANT REDUCTION JOURNALS: Recoupment of overpayments	Retain in agency six (6) months or until grant is restored then destroy.	PAPER	
06-34	BURIAL AWARD CLAIM RECORDS: Includes the pre-paid burial contract stating that the funeral is paid for.	Retain in agency three (3) years from authorization unless involved in litigation, recovery or audit action then destroy.	PAPER	
06-35	COUNTY CONFERENCE & HEARING RECORDS:	Retain in agency three (3) years provided audited then destroy.	PAPER	
06-36	SPOUSAL SUPPORT ASSESSMENTS NON-RECIPIENTS: Information used to verify income from a spouse to determine eligibility for nursing home care.	Retain in agency permanently.	PAPER	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES**INCOME MAINTENANCE—DAYCARE**

(Political subdivision name)

(Unit)

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(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-37	DAYCARE FAMILY CASE FILES: <ul style="list-style-type: none"> ▪ Title XX social services verification of family income ▪ Title XX social services application at re-determination ▪ Emergency notification forms ▪ Child's medical statement ▪ Health records ▪ Notice of approval ▪ Monthly invoices sent to client if fee eligible ▪ Two (2) notices of past-due fees ▪ Payment records ▪ Case notes and transcribed dictation ▪ DAYCARE parent files 	Retain in agency three (3) years provided audited then destroy.	PAPER	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
06-38	CONTRACTS WITH DAYCARE PROVIDERS: <ul style="list-style-type: none"> • Food operation reports • Food service records • Health service reports • Home health care service • Inspection records (all kinds) • Insurance policies 	Retain in agency five (5) years after termination then destroy.	PAPER	
06-39	DAYCARE PARENT FILES: <ul style="list-style-type: none"> • Eligibility verification • Hours worked • Amount paid • Name of daycare facility being used • Budget information 	Retain in agency three (3) years after termination of services provided audited then destroy.	PAPER	
06-40	DAYCARE PROVIDER CASE FILES: <ul style="list-style-type: none"> ▪ Type B application ▪ Child DAYCARE certificate ▪ Vendor agreement ▪ Provider medical statement ▪ Emergency caregiver statement ▪ Fire inspection report ▪ Complaint/disposition (if applicable) ▪ Permission to administer medication ▪ Incident reports ▪ Reports from references ▪ Water test report ▪ Monthly billing invoices sent to DCJFS 	Retain in agency three (3) years after termination of services provided audited then destroy.	PAPER	
06-41	Copies of: Administrative information Alerts Client Registry Information System Enhanced (CRISE) screens Common Application Forms (CAFS) Authorizations State reports	Retain in agency until no longer of administrative value then destroy.	PAPER	

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES**OVERPAYMENT & FRAUD**

(Political subdivision name)

(Unit)

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(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-42	ACTIVE OVERPAYMENT CLAIMS FILES: For any client that has a current overpayment balance owed to Jobs and Family Services.	Retain three (3) years from date closed or one (1) year after all actions, collections, findings, or audits are completed (whichever is longer) then destroy.	PAPER	
06-43	FRAUD/OVERPAYMENT INVESTIGATION RECORD WITH NO FINDINGS OF FRAUD OR OVERPAYMENT CLAIM	Retain in agency three (3) years provided audited then destroy.	PAPER	
06-44	RECEIPT BOOKS FOR OVERPAYMENTS ROSTERS OF OVERPAYMENT CLIENTS	Retain in agency five (5) years provided audited then destroy.	PAPER	
06-45	SUSPENDED OVERPAYMENT CLAIMS: These are files in which the Department of Jobs and Family services cannot locate the client. The file includes: <ul style="list-style-type: none"> ▪ Overpayment determination forms ▪ Budgets ▪ Contact letters ▪ Copies of income ▪ Resources and copies of the overpayment documents 	If overpayment is paid in full and file does not indicate fraud, destroy hard copy after 3 years. If file is determined as fraud, keep six years from date of last and final payment then destroy.	PAPER	
06-46	OVERPAYMENT CASE FILES: Existing cases of any type of assistance. See specific category of assistance and add to it: <ul style="list-style-type: none"> ▪ Overpayment determination forms ▪ Demand letters ▪ Copies of payments ▪ Other relevant documents 	Retain six (6) years in agency after overpayment has been resolved then destroy.	PAPER	
06-47	AID FOR DEPENDENT CHILDREN (ADC) FILES (with overpayment recovery finding): Files include birth certificate, shot records, child support records and income verifications.	Retain in agency three (3) years or one (1) year after all actions, findings, or audits are completed then destroy.	PAPER	
06-48	MEDICAID CASES FOR WHICH A FINDING FOR RECOVERY OF OVERPAYMENT HAS BEEN MADE: <ul style="list-style-type: none"> ▪ Overpayment determination forms ▪ Copies of documents used to prove overpayment ▪ Client notices ▪ Client payments ▪ Collection notices ▪ Verification of income and resources 	If overpayment is paid in full and file does not indicate fraud, destroy hard copy after 3 years. If file is determined as fraud, keep six years from date of last and final payment then destroy.	PAPER	

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SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES**INCOME ELIGIBILITY VERIFICATION SYSTEM**

(Political subdivision name)

(Unit)

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(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-49	Income Eligibility Verification System (IVES): IEVS Alerts- verifies employment and eligibility for assistance.	Three (3) months provided audited then destroy.	PAPER	
06-50	Delinquency List: For overpayment of cash assistance/food stamps.	Six (6) months provided audited then destroy.	PAPER	
06-51	Record destruction log: For federal tax information (FTI)	Five (5) years provided audited then destroy.	PAPER	

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audit report has been
released pursuant to
Sec. 117.26 O.R.C.**

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES**ADMINISTRATIVE & FISCAL**

(Political subdivision name)

(Unit)

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(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-52	AUDIOVISUAL MATERIALS	Retain in agency until no longer of administrative value then destroy.	ELECTRONIC MAGNETIC TAPES, PAPER	
06-53	DIRECTIVES, MANUALS, HANDBOOKS	Retain in agency until no longer of administrative value then destroy.	PAPER	
06-54	CERTIFICATE OF RECORDS DISPOSAL: (Used to certify the destruction or transfer of records according to an approved records retention schedule)	Retain in agency one (1) year after destruction has taken place then destroy.	PAPER	
06-55	CLAIMS/LIABILITY/LITIGATION RECORDS	Retain in agency five (5) years after closed, settled, terminated then destroy.	PAPER	
06-56	COMPLAINT FORMS: ▪ Complaints ▪ Responses ▪ Resolutions	Retain in agency three (3) years after abatement then destroy.	PAPER	
06-57	AUDIT REPORTS (Federal, State, Internal)	Retain in agency five (5) years then destroy.	PAPER	
06-58	ACCIDENT REPORTS: (Personal or property damage occurring on county property)	Retain in agency one (1) year then destroy.	PAPER	
06-59	DEPARTMENTAL POLICIES/PROCEDURES	Until superseded or obsolete then destroy.	PAPER	
06-60	NEWSLETTERS: (information distributed by newsletter to the Public and to Elected Official(s))	Retain in agency until no longer of Administrative value then destroy.	PAPER	
06-61	ORGANIZATIONAL CHARTS	Retain in agency until superseded then destroy.	PAPER	
06-62	RECORDS RETENTION SCHEDULE: (Used to identify the length of time that a record must be retained before final disposition)	Retain in agency until superseded then destroy.	PAPER	
06-63	ANNUAL FINANCIAL SUMMARIES (Reports) (Associated with Annual Report of agency)	Retain in agency five (5) years then destroy.	PAPER	
06-64	APPROPRIATION CERTIFICATIONS and REQUESTS	Retain in agency three (3) years then destroy.	PAPER	
06-65	BUDGETS/CASH REPORTS: ▪ Auditor reports and correspondence pertaining to audits ▪ Expenditure reports ▪ Pay-ins to county treasury ▪ Revenue reports ▪ Transfers between funds	Retain in agency three (3) years provided audited then destroy.	ELECTRONIC MEDIA, PAPER PURGE	
06-66	FEDERAL, STATE, OTHER GRANT FILES: Records concerning grants to county agencies which document expenditures of federal and state funds including RMS (Random Moment Study)	Retain in agency three (3) years provided audited then destroy.	PAPER, ELECTRONIC MEDIA PURGE	
06-67	POSTAGE RECORDS (certified letters)	Retain in agency three (3) years provided audited then destroy.	PAPER	
06-68	PURCHASE ORDERS	Retain in agency four (4) years provided audited then destroy.	PAPER	

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SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES

ADMINISTRATIVE & FISCAL

(Political subdivision name)

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(8)

(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-69	REQUEST MANAGEMENT SYSTEM (RMS) SHEETS/DISKS/REPORTS	Retain in agency three (3) years after audited then destroy.	PAPER ELECTRONIC MEDIA PURGE	
06-70	EQUIPMENT SERVICE CONTRACTS	Retain in agency during life of equipment plus one (1) year after audited then destroy.	PAPER	
06-71	VENDOR SERVICE CONTRACTS	Retain in agency during life of equipment plus one (1) year after audited then destroy.	PAPER	
06-72	EQUIPMENT MAINTENANCE AGREEMENTS	Retain in agency during life of equipment plus one (1) year after audited then destroy.	PAPER	
06-73	INSURANCE POLICIES	Retain in agency two (2) years after expiration then destroy.	PAPER	
06-74	PROVIDER PAYMENT VOUCHERS/JOURNALS VOUCHERS TO VENDORS/RECIPIENTS VOUCHERS FOR SUPPLIES AND EQUIPMENT	Retain in agency three (3) years after audited then destroy.	PAPER	
06-75	ODJFS 2520 - Maintenance of effort/Children's Services Board (CSB): Shows the percentages of federal and local expenditures.	Retain in agency three (3) years after audited then destroy.	PAPER	
06-76	PAYROLL DEDUCTION AUTHORIZATIONS	Retain in agency three (3) years provided audited then destroy.	ELECTRONIC MEDIA PAPER	
06-77	EMPLOYEE RECORDS	Permanent	MICROFILM	
06-78	COUNTY EMPLOYEE ROSTERS (alphabetical) COUNTY EMPLOYEE ROSTERS (PCN) COUNTY EMPLOYEE ROSTERS (project charge)	Retain in agency five (5) years. Send to Records Center for destruction.	PAPER	
06-79	TEMPORARY RELIEF SUPPLY ORDERS (e.g., P-I-N): <ul style="list-style-type: none"> ▪ Copies proving date of issuance ▪ Names of vendors and signatures ▪ Names of recipients ▪ Amounts authorized and claimed ▪ Itemized goods delivered 	Retain in agency three (3) years provided audited then destroy.	PAPER	
06-80	CONTRACTS WITH PROVIDERS: Contracts for residential treatment, board and care (foster care) and workforce development.	Retain in agency five (5) years after termination provided audited then destroy.	PAPER	

5/20/09 OS
 → JACKIE
 Transportation
 request forms
 Vendor files

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

SCHEDULE OF RECORDS RETENTION and DISPOSITION CONTINUATION SHEET

DELAWARE COUNTY JOB & FAMILY SERVICES

MANAGEMENT INFORMATION SYSTEMS

(Political subdivision name)

(Unit)

(5)

(6)

(7)

(8)

(9) AUDITOR

SCHEDULE	RECORD TITLE/DESCRIPTION	RETENTION PERIOD	MEDIA	OHS-LGRP
06-81	SERVER BACKUP TAPES	Retain in agency until superseded. Then return to the Ohio Department of Jobs and Family Services.	MAGNETIC TAPE	
06-82	SOFTWARE LICENSES	Retain in agency until superseded then destroy.	PAPER	

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

Section D: Auditor of State
Signature: *Matthew E. Murr*
Date: 11-4-09

Section C: Ohio Historical Society - State Archives
Signature: *[Signature]*
Title: *OH-18-LGRP*
Date: 10/2/09

Records Commission Chair Signature: *[Signature]*
Date: 10/8/09
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 O.R.C., and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

To have this form returned to the Records Commission electronically, include an email address:
50 Channing Street
Delaware (city)
43015 (zip code)
Delaware (county)
Delaware County Records Commission
(740) 833-2140 (telephone number)

Section A: Local Government Unit
Delaware County
Job and Family Services
(local government entity) *Mona Bell*
(signature of responsible official) *Mona Bell*
(name) *Mona Bell*
(title) *Director*
(date) 9/29/09

See instructions before completing this form. Must be submitted with PART 2

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

For State Archives LGRP Use Only	
Date Received:	OCT 13 2009
Date Reviewed:	
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

Ohio Historical Society
State Archives of Ohio
Local Government Records Program
1982 Velma Avenue
Columbus, Ohio 43205





RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Delaware County

Job and Family Services

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
Additions				
09-83	Ohio Works First (OWF) Case Files Job Leads search log Class schedules and school information Referral forms Time sheets Attendance verifications Signed employability plan Hard copy assessment sheets Employment history questionnaire Mileage verifications Information release forms Orientation packet information Correspondence and Telephone messages	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 3 years.	Vendor Server	
09-84	Workforce Investment Act (WIA) Case Files Application for services Income verifications Case notes Training information/vouchers Individual Strategy Service Plan (ISS) Referrals for client services Individual training Account (ITA)	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 3 years.	Vendor Server	



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Delaware County

Job and Family Services

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
Additions				
09-86	Active Food Stamp Case Files with No Overpayment Includes forms used to establish eligibility, food stamp budget, and employment verifications	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 7 years.	Vendor Server	
09-87	Food Stamp Case Files Closed and Inactive For Three Years (Public Assistance) Includes forms used to establish eligibility, food stamp budget and employment verifications.	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 7 years.	Vendor Server	
09-88	Medicaid Case Files Open Case Closed Cases With Overpayment Without Overpayment	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 7 years.	Vendor Server	
09-89	Ohio Works First (OWF) Case Files Files include forms used to establish eligibility, birth certificates, shot records, child support records, and income verifications	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic	Vendor Server	



		copy maintained 3 years after case closed.		
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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Delaware County**Job and Family Services**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
<u>Additions</u>				
09-89	Daycare Family Case Files Title XX social services verification of family income Title XX social services application at re-determination Emergency notification forms Child's medical statement Health records Notice of approval Monthly invoices sent to client if fee eligible Two notices of past-due fees Payment Records Commission Secretary case notes and transcribed dictation Daycare parent files	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 3 years.	Vendor Server	
09-90	Daycare Parent Files Eligibility verification Hours worked Amount paid Name of daycare facility being used Budget information	Electronic Copy Copies of duplicate paperwork that are scanned into Onbase. Hard copy shredded when no longer of administrative value. Electronic copy maintained 3 years.	Vendor Server	