

Family Support Services

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G187	Adoption and Foster Care Placement Files	Includes Interstate Compact on Placement of Children (Adoption & Foster Care), County Adoption Case Files, and related files.	Hold one-hundred twenty-five years (125), then dispose. Paper must be held in a climate controlled area, and electronic records must be duplicated off-site.	7/18/2024
G188	Child Support Files	This series includes parent locator case files, administrative files, child support fiscal records, enforcement and attorney's reports, and legal and related files.	Hold five (5) years, then dispose. Fiscal records must have been released three (3) years prior to disposal.	7/18/2024
G190	Client Lists	This series includes lists of clients, beneficiaries, or others served by programs of the agency. The lists are used internally to evaluate programs and the numbers and programmatic assignments. This may include daily, weekly, monthly, quarterly, and annual lists.	Hold until superseded, then dispose.	7/18/2024
G191	Client Participation	Includes applications, active, deceased, discharged, eligibility determinations, case mix, buy-in, pre-admission, plan of care, desk review, and related files. These files are for individuals to participate as Medicaid, Human Services, and Rehabilitative Services beneficiaries, clients, and recipients for which the agency may pay another entity for services, treatment, or care received under their program.	Hold three (3) years after case is closed, denied, or individual is deceased, and all state and federal audits have been released three years. Delete and dispose of all paper and electronic records.	7/18/2024

G192	Cost Reports	Rural Health Clinics, Nursing Home, Home Health Agency, Long-term Care and Federal Qualified Health Clinic Cost Reports, hospital reimbursement non-prospective payment system.	Hold five (5) years after settlement, then dispose.	7/18/2024
G193	Federal Communications, General	Official communications to include memos, bulletins, correspondence, instructions, policies, and procedures.	Hold until superseded, then dispose.	7/18/2024
G194	Federal Communications, Inspector General	Sanction Letters	Hold six (6) years after final resolution and release, then dispose.	7/18/2024
G195	Federal Reports	This includes information and work papers used to compile, complete, and submit reports to the federal government related to agency programs as required.	Hold six (6) years after acceptance, then dispose.	7/18/2024
G196	Programmatic Audits and Investigations	Audits and financial review by the agency of providers, clients, or programs to ensure compliance with programmatic requirements to include provider, client, and reported abuse.	Hold five (5) years after closure, then dispose.	7/18/2024
G197	Provider Participation	Application, Provider Enrollment, Certification & Transmittal, Prior Authorizations, Pharmacy, out-of-state pharmacy and providers, provider audits, medical licensure notices, provider inspections, case mix, and related files.	Hold five (5) years after denied or inactive, then dispose.	7/18/2024
G198	Programmatic Reports	This series many include weekly, monthly, quarterly, and annual reports on client case work, closures, and other reports to show aggregated or individual clients added or removed, costs per recipient/benefit type from program assistance or benefits.	Hold annually compiled information five (5) years, then dispose.	7/18/2024