

Human Services, Department of

Division	Schedule #	Title	Description	Disposition
All Divisions	2704	General Correspondence	Documents relating to general correspondence for the Department of Human Services. Included are memos, letters, federal and agency division directives, policy, lawsuits, quality control standards, state plans, characteristic studies. It is cut off at the end of the Fiscal year.	Hold in the current files area one (1) year; transfer to State Records Center and hold four (4) years; then transfer to State Archives.
Child Support	349	Internal Revenue Service Case Files	Documents relating to IRS intercept. Included are data sheet for tax offset (DPW-669), client contact sheet, notice of IRS tax offset collection or adjustment (DPW-668) and general correspondence. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years or until audited. Cases are microfilmed when completed and microfilm record kept indefinitely. Paper destroyed at end of three (3) years or after audit.
Early Childhood Care and Development	5500	Needs Assessments	This series includes information gathered from child care centers to document needs. The information is compiled and may be used to apply for funding from government or private sources.	Image and verify paper copies; then dispose of paper. Hold electronic files three (3) years; then dispose.
Economic Assistance	4322	Division Director's Correspondence	This series consists of the Resource Development/Contracts Unit's incoming correspondence from division directors within the Department of Human Services. The Resource Development/Contracts Unit of Economic Assistance performs work activities with other divisions within the Department of Human Services to carry out the duties of the agency.	Hold in the current files area five (5) years, then transfer to State Archives.

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Family and Children's Services	1020	Statistical Reports	Documents relating to statistical data. Included are number of dispositions per county, source of referral, age by type of referral, and reason referred by disposition. It is cut off at the end of the Calendar year.	Hold in the current files area permanently. Transfer one (1) copy to State Archives.
Family and Children's Services	1021	Statistical Sheets	Documents relating to coded form used by each counselor for statistical reports. It is cut off at the end of the Fiscal year.	Hold in the current files area three (3) years; destroy hard copy. Maintain computer tapes permanently.
Family and Children's Services	1027	Student Files (Master Files)	Documents relating to student cumulative records. Included are personal data sheets, summons and court order, education plans, achievement test results, psychological data, incidents on campus, movement and progress reports. It is cut off at the end of the Serial year.	Hold in the current files area five (5) years. Maintain cumulative record permanently. Destroy remaining file contents five (5) years after student leaves Oakley or Columbia.
Family and Children's Services	1029	Communiqué Files	Documents relating to correspondence pertaining to the daily operation of the school. Included are memos. It is cut off at the end of the Serial year.	Purge unnecessary material every three (3) years. Material not purged after three (3) years keep in file as long as needed; then destroy.
Family and Children's Services	1041	Activity Log	Documents relating to exercise done daily. Included are list of each exercise and number of each exercise completed by each student. It is cut off at the end of the School year.	Hold in the current files area one (1) year after release from Ironwood; then destroy.
Family and Children's Services	1046	Visitor's Log	Documents relating to visitor's to Ironwood. Included a re-name, address, social security number, car make and model, tag number and length of visit. It is cut off at the end of the School year.	Hold in the current files area one (1) year after release from Ironwood; then destroy.
Family and Children's Services	1048	Superintendent's Correspondence	Documents relating to general correspondence. Included are memos to staff and reprimands. It is cut off at the end of the Serial year.	Hold in the current files area two (2) years. Purge every two (2) years and destroy as needed.

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Family and Children's Services	1049	Class Roll Books	Documents relating to placement area. Included are daily attendance record, demographic data, and monthly compilation attendance. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years; then destroy.
Family and Children's Services	1050	Placement Reports	Documents relating to vocational placement. Included are area of placement, name, age, and date of birth. It is cut off at the end of the school year.	Hold in the current files area three (3) years; then destroy.
Legal Division	362	Fraud Case Registers	Documents relating to fraud cases. Included are listings of case name, case number, decision, and amount of claim. It is cut off at the end of the year.	Hold in the current files area permanently.
Legal Division	364	Tax Levies	Documents relating to tax levies. Included are original levy, related correspondence and memorandum. It is cut off at the end of the	Hold in the current files area seven (7) years; then destroy.