

STATE OF NEW JERSEY



COUNTY WELFARE DEPARTMENTS & BOARD OF SOCIAL SERVICES

C980000-003

Department:	COUNTY WELFARE DEPARTMENTS & BOARD OF SO	Agency Representative:	J. SEGAL-MURPHY
Division:		Title:	
Bureau:		Phone #:	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	6/22/1998		8/16/1998

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Director's and Deputy Director's Office										
0001-0000	Administrative Subject File --- File contains: correspondence, memoranda, publications (copy) and other information received and filed alphabetically.						3 Years		Destroy	
0002-0000	General Reference Manuals						Periodic review		Destroy	
0003-0000	Minutes - Welfare Board/Board of Social Services									
0003-0001	Minutes - Welfare Board/Board of Social Services (Original)						Permanent			
0003-0002	Minutes - Welfare Board/Board of Social Services (Copy)						Periodic review		Destroy	
0003-0003	Minutes - Welfare Board/Board of Social Services - Audio Tape of Meeting						80 Days Until summary of minutes is approved or transcript of meeting where an appeal has been taken		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:2 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Document Control Unit										
0050-0000	Medicaid Transaction Record Sheets --- Used for updating Medicaid Status and coverage on assistance cases and provides a record of all transactions.						6 Years		Destroy	
0051-0000	Fiscal Reports --- Includes reports dealing with an ADFC Grant, FS allotment and/or medicaid eligibility card issuance and any reports that serve as audit trail. Examples: FC034 PA Register and FC072 Food Stamp Authorizations						6 Years		Destroy	
0052-0000	Management Report --- Reports regarding case activity or status used in an administrative or management purpose. Examples: FB021 Consolidated Report Listing.						2 Years		Destroy	
0053-0000	System Related Reports --- Reports generated that provide assistance to Local County Document Control Unit staff in the maintenance and operation of CODES. Examples: FD230 Report Series - County Case Information Processed.						6 Months		Destroy	
0054-0000	System Related Documentation and Correspondence --- Examples: FAMIS/DYFS Instructions (Current), FAMIS ADFC/Food Stamp Manual, Terminal Operators Manual, and Problem and Activity Report.						6 Years		Destroy	
0055-0000	Reference Microfiche --- All informational computer printouts and fiche received by the various sections of the Bureau of Local Operations from other State agencies and Divisions which supply information and data to accomplish the varied tasks of the Bureau.									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0055-0001	Reference Microfiche - Bendex - Beneficiary Earnings and Data Exchange Microfiche/Automated Beneficiary Information Exchange (ABIE) --- A listing of all public assistance recipients, receiving social security benefits						As updated		Destroy	
0055-0002	Reference Microfiche - State Data Exchange (SDX) Microfiche --- Microfiche listing the individuals and/or essential persons entitled to supplemental security income benefits						As updated		Destroy	
0056-0000	OMEGA JOBS/FDP Reports --- Consists of Daily, Weekly, Monthly, Quarterly and Yearly Reports issued by the Division of Family Development who electronically maintain the record copy of each report.									
0056-0001	OMEGA JOBS/FDP Report - Daily						6 Years		Destroy	
0056-0002	OMEGA JOBS/FDP Reports - Weekly Reports						6 Years		Destroy	
0056-0003	OMEGA Jobs/FDP reports - Monthly Reports						6 Years		Destroy	
0056-0004	OMEGA JOBS/FDP Reports - Quarterly Reports						6 Years		Destroy	
0056-0005	OMEGA JOBS/FDP Reports - Yearly Entries						6 Years		Destroy	
0057-0000	Automated Child Support Enforcement System (ACSES) Reports (Copy) --- Consists of monthly status, weekly status, and statistical reports sent to each county for review. Information is retained by the of Bureau of Child Support and Paternity for four (4) years. Case specific reports are retained in the Child Support Case File in their respective counties.						As updated		Destroy	
	Finance									
0100-0000	Accounting and Statistical Workpapers - Bank Reconcilations and Trial Balances						6 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:4 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0101-0000	Authorization to Participate (ATP) Cards - Food Stamp Program						6 Years		Destroy	
0102-0000	Audit Reports - Including Workpapers and Correspondence (State)						6 Years		Destroy	
0103-0000	Budget Reports and Workpapers						6 Years		Destroy	
0104-0000	County and Fiscal Records - Assistance, Administrative, Clearing, and Trust Accounts and Child Support, Paternity, and Home Energy Assistance Programs --- Including: cancelled checks, bank account reconciliations, and expenditure reports.						6 Years		Destroy	
0105-0000	Disbursement Register - Cash Disbursement Printout						6 Years		Destroy	
0106-0000	Disbursement Vouchers						6 Years		Destroy	
0107-0000	Insurance Policies						6 Years After termination		Destroy	
0108-0000	Ledgers - General, Cash Journals, and Ledger Cards (Original)						Permanent			
0109-0000	Monthly Assistance Rolls and Financial Records --- Forms: PA-204, PA-205, and PA-206						6 Years		Destroy	
0110-0000	Payroll and Supporting Records						10 Years		Destroy	
0111-0000	State, Federal , and Municipal Financial and Statistical Studies						6 Years		Destroy	
0112-0000	State Invoice Forms (100, MA-100V)(Copy)						3 Years		Destroy	
0113-0000	Computer Operations Source Documents						3 Months		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:5 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Food Stamp Program									
0150-0000	Case File --- Include: Old Age Assistance, Assistance for the Blind, Disability Assistance, Nonpublic Assistance Case or any case containing an application or other document which resulted in the issuance or denial of Food Stamp benefits. Contains: Identification Card FSP-903, Application Correspondence FSP-44, Third Party Review Sheet FSP-964, Municipal Verification FSP-905, Computer control FSP-105, Eligibility Letter PA-15, Application and Affidavit PA-1J, Notification Letters, and Benefit Computation worksheets.						3 Years After final payment		Destroy	
	Food Stamp Program									
0151-0000	Out Reach Program Report						3 Years		Destroy	
	Food Stamp Program									
0152-0000	Subsidiary Control of Food Stamp Identification Cards (FSP-957) --- Consists of a listing of a food stamp identification cards issued, date, case-number, and name. Cards are issued monthly						3 Years After closing unless in litigation		Destroy	
0153-0000	Job Search - Food Stamp Employability Training Program (FSETP) --- Consists of: Affidavit for food stamp work registrants FSP-912, FSETP Registrant Form FSP-913, FSETP Assessment Questionnaire, FSETP Registrant Acknowledgement Form, Employment Contract Sheets, FSETP Participant Allowance Declaration and Reimbursement Acknowledgement, FSETP Transportation Reimbursement Voucher (copy, original is in Fiscal), FSETP Case Record Summary Report, Correspondence, FSETP Employment and Training Report FSP-954, FSETP Worksheet, Job Search Work Registration FSP-912, Jobsearch Project Occupational Data Form, food stamps, job search project registrant, acknowledgement, employment contact sheets, Job Search Case Summary Report, Monthly Job Search Project, client services reporting form, and other related documentation.						3 Years After final action		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:6 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Fraud Investigation Unit										
0200-0000	Fraud Investigation File						6 Years After all findings are resolved		Destroy	
0201-0000	Issuance Books						6 Years		Destroy	
0202-0000	Authorization to participate (ATP) cards						6 Years		Destroy	
Fraud Investigation Unit										
0203-0000	Management information Systems Documents (CODES)						6 Years		Destroy	
Fraud Investigation Unit										
0204-0000	Income and Eligibility Verification System (IEVS) Management Reports --- Include Management Reports for (FAMIS) State Wage, Unemployment Issuance Benefits, Internal Revenue Service 1099 and Social Security Administration Wage. *Note: IRS1099 and SSA Wage Management Reports must be destroyed in accordance with Federal guidelines and must not be released to a private contractor and destruction must be witnessed by an agency employee in a confidential manner.						3 Years After audit		Destroy	
0205-0000	Income and Eligibility Verification System (IEVS) Management Reports Destruction Log --- Consists of a log that indicates date of destruction, type of data/report, time period covered, and method of destruction. Used for IRS 1099 and SSA Wage Reports/data						Permanent			
Income Maintenance - Property and Resources										
0250-0000	Agreement to Repay (PA100)						6 Years After termination of agreement		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:7 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0251-0000	Funeral File						6 Years After final payment		Destroy	
0252-0000	Foreclosure and Bankruptcy File						7 Years After final action		Destroy	
0253-0000	Recoupment Cards						6 Years After final action or After final payment		Destroy	
0254-0000	Supplemental Security Incomes - Billings						6 Years		Destroy	
0255-0000	Inquiry Form --- An Inquiry Form is created whenever a potential client inquiries about program eligibility. It is used to obtain basic information which benefit the interviewer at the time of application.						3 Years		Destroy	
Personnel and Training										
0300-0000	Individual Personnel File						6 Years After termination of employment		Destroy	
0301-0000	Timesheets						6 Years		Destroy	
0302-0000	Application for Employment - Unsuccessful						3 Years		Destroy	
0303-0000	Civil Service Certification						3 Years		Destroy	
0304-0000	Promotional Announcements								Destroy	
0305-0000	Union Contracts						6 Years After termination		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0306-0000	Training Pamphlets, Brochures, and Booklets						Periodic review		Destroy	
0307-0000	Training Requests --- Records which include training request forms, training announcements, receipts for workshops and seminars, and authorizations for expenditures of training funds for county training programs.						3 Years After payment		Destroy	
0308-0000	Staff Development Record --- Basic information on each county employee which includes educational background and training courses and workshops attended.						Periodic review		Destroy	
0309-0000	Training Reports - Statistical Count --- The statistics of training activities given each month provided to the Division of Public Welfare for cost allocation purposes.						3 Years		Destroy	
	Purchasing									
0350-0000	Catalogs						Periodic review		Destroy	
0351-0000	Equipment Inventories						6 Years		Destroy	
0352-0000	Invoices						6 Years		Destroy	
0353-0000	Purchase Orders									
0353-0001	Purchase Orders (Original)						6 Years		Destroy	
0353-0002	Purchase Orders (Copy)						3 Years		Destroy	
0354-0000	Vouchers						6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:9 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Records										
0400-0000	Case File - Denied, Rejected, and Terminated and Index Cards						3 Years After payment or After all findings are resolved		Destroy	
0401-0000	Correspondence									
0401-0001	Correspondence - External						3 Years		Destroy	
0401-0002	Correspondence - Internal						1 Years		Destroy	
0401-0003	Correspondence - Routine Requests for Information						Periodic review		Destroy	
0401-0004	Correspondence - Policy						Permanent			
0401-0005	Correspondence - Relating to Case File						3 Years After termination		Destroy	
0402-0000	Case File - Terminated and Index Cards --- Contains: Intake Report (INT-36), Application and Affidavit (PA-1G), Public Assistance Inquiry (PA-1C), Certification of need for patient care in facility other than public or private general hospital (PA-1)						3 Years After final action or death of client, whichever is later		Destroy	
0403-0000	Services File --- Consists of an application for Child Welfare Services (DYFS 26-19), correspondence, and data summary sheets concerning client problems and services rendered. Fiscal information is included in its corresponding case file						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:10 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0404-0000	Child Support Case File, Referral Form, and Case Records (PA-3C)						4 Years After final action or After final payment		Destroy	
0405-0000	Input Document (Form 105A and 105B)						3 Years		Destroy	
0406-0000	Realizing Economic Achievement (REACH), Job Opportunity Basic Skills Training (JOBS), and Family Development Program (FDP) Case File --- Consists of: Individual information/background, agreement for participant activity, assessment information, voucher payment summary, support payment confirmation, voucher stop date information, REACH cancellation replacement or resurrance information, status reports, work history, agreement for support services, support payment schedule, case manager's notes, and realted information. Also includes: payment registers, expenditure reports, and audit reports.						After final payment or After Payment Approval or After termination of contract		Destroy	
0407-0000	Master Control of Medicaid Eligibility Cards (PA-54) and Subsidiary Control of Medicaid Eligibility Cards (PA-66) --- Consists of listings of Medicaid eligibility cards issued to employees and to clients. Cards are issued monthly						3 Years After final entry		Destroy	
0408-0000	Emergency Assistance Case File --- File includes application for emergency assistance and temporary shelter rentals.									
0408-0001	Emergency Assistance Case File - Approved						6 Years After termination of contract		Destroy	
0408-0002	Emergency Assistance Case File - Denied						5 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Low Income Energy Assistance									
0450-0000	Program Case File --- Case file on households receiving assistance for home energy (heating and medically cooling) needs. File includes: Home Energy Application for Assistance (EP-1), Client Turnaround Document (EP-1A) for cases in error or denial status, verification of eligibility, date input to computer, correspondence with or about client, client activity summary sheet, and copies of voucher for emergency payment, affidavit of need for energy emergency, verification of income, heating/living arrangement, case narrative, credit transaction form, inquiry screen record, printout, locator's documentation of medical necessity, copies of utility bills, verification of overpayment, repayment plan, fair hearing request, narrative, and final decisions, For cases with no reimbursement owing						3 Years After final action		Destroy	
0451-0000	Case Processing Report - Cases Rejected Weekly Report (HP-023) (Copy)						1 Years		Destroy	
0452-0000	HUB File (HP-028) (Copy) --- Report lists the names and social security numbers of persons living in housing which receive federal rent subsidies.						3 Years		Destroy	
0453-0000	Social Security Number File (HP-050) (Copy) --- Lists Social Security Numbers of members of a household which have been paid their HEA entitlement						3 Years		Destroy	
0454-0000	Recoupment Master File List (HP-059) (Copy) --- Listing of overpaid clients.						3 Years After final payment or settlement		Destroy	
0455-0000	Recoupment Report Weekly Report (HP-060) (Copy) --- List of cases that are subject to recoupment procedures.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:12 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0456-0000	Daily On-Line Batch Report (HP-059) --- Consists of daily input of HEA applications.						3 Years		Destroy	
0457-0000	Before Image Report (HP-078) (Copy) --- Report of the the image of masterfile fields before a transaction is posted to the masterfile to update a case record						3 Years		Destroy	
0458-0000	Aid to Families with Dependent Children (AFDC) (HP-147) (Copy) --- List of cases not selected for automated HEA payments						1 Years		Destroy	
0459-0000	HUB Client File Update (HP-154) (Copy) --- Transaction record of on-line client update(s).						3 Years		Destroy	
0460-0000	Duplicate Transactions Weekly Report (HP-202) (Copy) --- List of denied cases due to the social security numbers of input payees matching payees already in the HEA Master File.						3 Years		Destroy	
0461-0000	Case Processing Report : Accident/Denied/In Error Weekly Report (HP-203) (Copy) --- Lists all transactions in the master file portion of the system. Transactions are posted to the HEA master file						3 Years		Destroy	
0462-0000	List of HEA Payments (HP-205, HE-205) (Copy) --- A cumulative list of all HEA payments and credits posted per case to the master file						3 Years		Destroy	
0463-0000	Lists of Special/Automatic/Emergency Payments (HP-207) (Copy)						3 Years		Destroy	
0464-0000	Alphabetical Master List of HEA Clients (HP-217) (Copy)						3 Years After update		Destroy	
0465-0000	Applications Pending Over 10 Days Weekly Report						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:13 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0466-0000	Emergency Payment List (HP-222) (Copy)						3 Years		Destroy	
0467-0000	Transaction Tracking Report (HP-223) (Copy) --- Consists of a cumulative combination listing of the reports HP-202 and HP-203						3 Years		Destroy	
0468-0000	Centralized Operations for Data Exchange and Services (CODES) Address Match (PW 139) (Copy)						1 Years		Destroy	
0469-0000	Client Payment Summary (HP-132) (Copy)						3 Years		Destroy	
0470-0000	Consolidated List of Emergencies Reimbursed (HP-062-01) (Copy)						3 Years		Destroy	
0471-0000	Checks Issued List (HP-142-01) (Copy)						3 Years		Destroy	
0472-0000	Replacement Checks Issued List (HP-142-02) (Copy)						3 Years		Destroy	
0473-0000	Summary of HEA Reimbursement (HP-206) (Copy)						3 Years		Destroy	
0474-0000	List of Special/Automatic/Emergency Payments (HP-207) (Copy)						3 Years		Destroy	
0475-0000	Replacement Credit Transaction Tracking List (HP-211) (Copy)						3 Years		Destroy	
0476-0000	Duplicate Payment List (HP-212) (Copy)						3 Years		Destroy	
0477-0000	Credit Transaction Report/Check Replacement Report (HP-214) (Copy)						3 Years		Destroy	
0478-0000	Weatherization Referrals (HP-220) and Special Weatherization Report (HP-102) --- Report includes the names and addresses of homeowners eligible for weatherization program funds. Reports are issued monthly						3 Years		Destroy	
0479-0000	Food Stamp Cases Receiving Non-Auto HEA Checks and Not Receiving HUA (HP-402)						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:14 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0480-0000	Active Cases by HEA Code (FB-168)						3 Years		Destroy	
0481-0000	Credit and Re-Deposit Notice (EP-103) --- Lists case number, name, check number, amount, and issuance date						6 Years		Destroy	
0482-0000	Transmittal Letter for Request for Check Replacement (EP-104)						6 Years		Destroy	
Social Services										
0500-0000	Early Periodic Screening Diagnosis and Treatment (EPSDT) Card File Referral Report - (MC-19)						3 Years		Destroy	
0501-0000	Board Home Complaint and Investigation File						7 Years After closing unless in litigation		Destroy	
0502-0000	Home Services Homemaker File						3 Years After closing unless in litigation		Destroy	
0503-0000	Information and Referral Log Sheet						3 Years After final entry		Destroy	
0504-0000	Transportation Log						3 Years After final entry		Destroy	

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 003		Page #:15 of 15	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0505-0000	Community Care Program for the Elderly and Disabled (CCPED) Case File --- Consists of: correspondence, CCPED Service Cost Record, CCPED Cost Share Work Sheet, CCPED Care Plan, CCPED Case Management Unit (MC-14), Long Term Care assessment and Addendum, Release of Information, CCPED Choice of Care, CCPED Monitoring Record, Social Work Long Term Care Re-Assessment, (CP-23) Notification, Certificate of Need for Patient Care Other Than Public or Private Hospital, (DYFS 26-18) Application/Eligibility Determination. Client profile, Nursing History, Request for Home Care Authorization or Re-Authorization, DMAHS notification CCPED-7 and related documentation						6 Years After all findings are resolved		Destroy	
Affirmative Action										
0550-0000	Affirmative Action Plan						3 Years		Destroy	
0551-0000	Position Referrals and Interview Disposition						3 Years		Destroy	
0552-0000	Quarterly Reports and EEO-1 Reports						3 Years		Destroy	
0553-0000	Discrimination Complaints						3 Years After resolution		Destroy	