

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

Approves the Implementation of a Records Retention Schedule     )  
For the Department of Social Services. (4/5ths vote required)     )

Upon motion of Supervisor POTTER , seconded by Supervisor JOHNSEN ,  
and carried by those members present, effective May 13, 2003, the Board hereby;

Approves the implementation of a Records Retention and Destruction Schedule for the Department of  
Social Services.

PASSED AND ADOPTED on this 13th            day of    May            , 2003, by the following  
vote, to-wit:

AYES:    SUPERVISORS CALCAGNO, LINDLEY, JOHNSEN, POTTER and ARMENTA

NOES:    NONE

ABSENT:  NONE

I, Sally R. Reed, Clerk to the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy  
of an original order of said Board of Supervisors duly made and entered in the minutes thereof at page x of Minute Book 71 , on  
May 13, 2003.

Dated: 5/13/03

Sally R. Reed, Clerk of the Board of Supervisors, County of Monterey, State of California.

By  \_\_\_\_\_  
Barbara S. Grant                      Deputy

cc: Social Services    602.550

DEPARTMENT OF SOCIAL SERVICES

RETENTION SCHEDULE

501	RECORD CENTER	ACTIVE	TOTAL	RECORD TYPE	MED	RECORD CLASS	REMARKS
<u>DEPT.</u>							
000		0				C V A	
001	RC	12	42	O			Retain for three years from the date of State submits the last expenditure report from HHS. Unless pending court case.
002	RC	12	42	O			Retain for three years from the date of State submits the last expenditure report from HHS. Unless pending court case.
003	RC	24	108	O			Retain for three years from the date of State submits the last expenditure report from HHS.
004	RC	12	60	O			
016							
001	RC	12	42	O		C V	If involved in an audit or investigation record must be retained for three years from the date of audit or investigation is closed.
002	RC	12	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.

Record Type = Original "O", Copy "C", Duplicate or Non-Record "D" or "N". Record Class = Confidential "C", Vital "V", or Archive "A".

<u>DEPT.</u>	<u>DESCRIPTION</u>		RC	TOTAL	RECORD TYPE	MED	C V A	<u>REMARKS</u>
003	Master Issuance Files	0	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
004	Records for Issuance	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
005	Authorization Documents	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
006	Cashier's Daily Reports	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
007	Notice of Change	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
008	Form FNS 250s (Food Coupon Accountability Report)	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
009	Household Issuance Report Cards	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.
010	Tally Sheets	12	30	42	O		V	Records involved in a fiscal audit or investigation must be retained for three years from the date the audit or investigation is closed. If involved in any billing or claim must retain for three years from the date of fiscal or administrative closure.

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DEPT.	DESCRIPTION	0	RC	TOTAL	RECORD TYPE	MED	C V A	REMARKS
000	MediCal							
001	MediCal	12	60	72	O		CV	Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
002								
000	ADOPTIONS							
001	Child Welfare Adoptions Records	24						Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
002			Perm	Perm	O		CV	
000	ADULT PROTECTIVE SERVICES							
001	ADULT PROTECTIVE SERVICES							Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
002	In-Home Support Services (IHSS)	24	60	84	O		CV	Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
003		24	60	84	O		CV	
000	CHILD WELFARE							
001	Child Protective Services							Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
002	Emergency Response	24	60	84	O		CV	Files pending litigation will be maintained on-site until closure of case, thereupon, the retention period begins.
		24	60	84	O		CV	

Record Type = Original "O", Copy "C", Duplicate or Non-Record "D" or "N". Record Class = Confidential "C", Vital "V", or Archive "A".