RECORDS RETENTION AND DISPOSITION SCHEDULE

Family And Social Services Administration. Family Resources, Division of. Quality Control.

Agency: Family And Social Services Administration	Division: Family Resources, Division of		
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	83-381	**Q.C. NEGATIVE MEDICAID AND TANF REVIEW FILES** Denied applicant files for Medicaid or TANF programs. Records are created in electronic format. Retention based on 42 CFR 431.800 and 42 CFR 433.32.	TRANSFER paper records to the RECORDS CENTER one (1) year after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional three (3) years in the RECORDS CENTER. DELETE electronic records four (4) years after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	83-379	**Q.C. INTEGRATED REVIEW FILES** Review schedules, review and assignment control, disposition sheets, applications, budgets, authorizations for release of information, and verifiers used in determining participant eligibility for approved recipients of combined programs of TANF (Temporary Assistance for Needy Families) and SNAP (Supplemental Nutrition Assistance Program), or Medicaid and SNAP. Records are created in electronic format. Retention based on 7 CFR 272.1(f) and 275.4(c).	DELETE four (4) years after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	83-380	**Q.C. POSITIVE MEDICAID AND TANF REVIEW FILES** Approved recipient files for Medicaid or TANF (Temporary Assistance for Needy Families). Records are created in electronic format. Retention based on 42 CFR 431.800 and 42 CFR 433.32.	DELETE four (4) years after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	93-35	**Q.C. POSITIVE FOOD STAMP REVIEW FILES** Approved recipient files for the SNAP (Supplemental Nutrition Assistance Program). Records are created in electronic format. Retention based on 7 CFR 272.1(f) and 275.4(c).	DELETE four (4) years after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	93-36	**Q.C. NEGATIVE FOOD STAMP REVIEW FILES** Denied applicant files for the SNAP (Supplemental Nutrition Assistance Program). Records are created in electronic format. Retention based on 7 CFR 272.1(f) and 275.4(c).	DELETE four (4) years after the end of the Federal fiscal year of final expenditure report and fiscal closure date, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.