



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Family And Social Services Administration. Family Resources, Division of. County Offices.

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	91-47	<b>COUNTY ASSISTANCE PROGRAM CASE FILES</b> All transactions of recipients eligible for public assistance benefits, including, but not limited to: Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, Health Coverage, Refugee Services, and IMPACT/Job Training. These records are now born-digital, but some hard-copy records remain both at the agency and in the Records Center, and will not be eligible for disposition until 2024. Disclosure of these records may be subject to 42 USC 1396(a)(7), 5 USC 522a ,7 CFR 272.1(c) and (f), 7 CFR 277.12(a), 20 CFR 401, 42 CFR 431.300-307, 45 CFR 205.50, 45 CFR 400.27, IC 4-1-10-3, IC 12-14-1-7, IC 12-14-22-5 and -7, and IC 12-15-27-1. Retention based on IC 34-13-1-1.	DELETE agency copy of electronic records ten (10) years after closure of the case file, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after verification that the Monthly Management Reports for the year of closure have been transferred to the Indiana Archives under RS GRPUB-2. TRANSFER hard copy records to the RECORDS CENTER after the end of the fiscal year of case closure, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after verification that the Monthly Management Reports for the year of closure have been transferred to the Indiana Archives under RS GRPUB-2. DESTROY in the RECORDS CENTER after an additional ten (10) years.
2	2009-05	<b>IMPACT SERVICE PROVIDER FILES</b> The Family and Social Services Administration periodically assumes control of IMPACT Service Provider Files when the provider becomes unable to retain them. Via contract, County DFR clients received Food Stamps, TANF and Employment and Training Services. Disclosure of these records may be subject to 20 CFR Part 401, (April 1, 2008 Edition); and 45 CFR 205.50, (October 1, 2007 Edition) Retention based on the advice of the legal representative for the Division of Family Resources.	TRANSFER hard copies to the RECORDS CENTER after the end of the fiscal year of receipt, 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 any electronic records three (3) years after the end of the fiscal year of receipt, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	87-472	<b>COUNTY SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM-WARRANT FILE</b> This is a computer file for Supplemental Nutrition Assistance Program (SNAP) recipients that contains information regarding SNAP benefits issuance via Electronic Benefits Transfer (EBT) including warrant number, authorization and type, case number, program code, family size, issuance date, recipient name, and reconciliation information. Disclosure of these records may be subject to 7 CFR 272.1(c).	DELETE inactive computer files after three (3) months and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.