

COUNTY SOCIAL SERVICES AGENCIES RECORDS RETENTION AND DISPOSITION SCHEDULE

January 1, 2016

Program Operational Records: Social Services Administration

Changes	New Items	Discontinued Items
	AFFORDABLE CARE ACT (ACA) NAVIGATOR RECORDS	
COMPLAINTS: ALL SERVICE AREAS: change disposition for (a) to destroy after 1 year from destroy when administrative value ends		
CLIENT ACCOUNT FINANCIAL SERVICE RECORDS (TRUST ACCOUNTS)		
COMPUTER REPORTS AND PRINTOUTS		
FRAUD AND PROGRAM INTEGRITY CASE MANAGEMENT RECORDS: add disposition (b) for Food and Nutrition Services and Work First Assistance records		
UNCLAIMED BODY CASE RECORDS		
WORKER DAILY REPORT OF SERVICES TO CLIENTS (DAY SHEETS)		
	WORKER DAILY TRANSPORTATION SCHEDULES	
	YOUTH EMPLOYMENT CERTIFICATE RECORDS	

Program Operational Records: Adult Services

Changes	New Items	Discontinued Items
ADULT CARE FACILITY LICENSURE RECORDS		
ADULT CARE PLACEMENT PROGRAM RECORDS		

Changes	New Items	Discontinued Items
ADULT DAY CARE AND DAY HEALTH SERVICES CASE MANAGEMENT RECORDS: name changed from ADULT CARE AND HEALTH SERVICES CASE MANAGEMENT RECORDS		
ADULT IN-HOME SERVICES CASE MANAGEMENT RECORDS		
ADULT PROTECTIVE SERVICES CASE MANAGEMENT RECORDS		
ADULT SERVICES MASTER INDEX		
COMMUNITY ALTERNATIVES PROGRAM FOR DISABLED ADULTS (CAP/DA) CASE RECORDS: named changed from COMMUNITY ALTERNATIVE PROGRAM CASE RECORDS		
GUARDIANSHIP AND REPRESENTATIVE PAYEE CASE MANAGEMENT RECORDS		
GUARDIANSHIP CENTRAL REGISTRY		
	GUARDIANSHIP MASTER INDEX	
	GUARDIANSHIPS (TERMINATED) LISTING	
	HOUSING ASSISTANCE AND HOME IMPROVEMENT SERVICES RECORDS	
INFORMATION AND REFERRAL SERVICES RECORDS		
NUTRITION SERVICES CASE MANAGEMENT RECORDS		
SPECIAL ASSISTANCE FOR ADULTS (STATE-COUNTY) CASE MANAGEMENT RECORDS		
	SPECIAL ASSISTANCE SERVICES TO THE BLIND AND VISUALLY IMPAIRED RECORDS	

Changes	New Items	Discontinued Items
TRANSPORTATION SERVICES CASE MANAGEMENT RECORDS		
		200% FEDERAL POVERTY LEVEL CASE MANAGEMENT RECORDS

Program Operational Records: Child Support Services

Changes	New Items	Discontinued Items
CHILD SUPPORT SERVICES CASE MANAGEMENT RECORDS: name changed from CHILD SUPPORT ENFORCEMENT CASE MANAGEMENT RECORDS		

Program Operational Records: Economic Assistance Services

Changes	New Items	Discontinued Items
	BURIAL AND CREMATION ASSISTANCE RECORDS	
CHILD CARE (SUBSIDIZED) CASE MANAGEMENT RECORDS		
CHILD CARE LICENSING RECORDS		
CHILD CARE RESOURCE AND REFERRAL NETWORK RECORDS		
CHILD CARE SERVICES WAITING LISTS		
CHILD CARE VENDOR/DAY CARE PROVIDER RECORDS		
	CRISIS INTERVENTION PROGRAM AND ENERGY ASSISTANCE CASE MANAGEMENT RECORDS	

Changes	New Items	Discontinued Items
EMERGENCY ASSISTANCE CASE MANAGEMENT RECORDS		
FIRST STOP EMPLOYMENT ASSISTANCE CASE MANAGEMENT RECORDS		
FOOD AND NUTRITION SERVICES (FOOD STAMP PROGRAM) CASE MANAGEMENT RECORDS: name changed from FOOD ASSISTANCE CASE MANAGEMENT RECORDS		
LOW INCOME ENERGY ASSISTANCE PROGRAM (LIEAP) CASE MANAGEMENT RECORDS		
MEDICAID: ADULT CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		
MEDICAID: FAMILIES AND CHILDREN CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		
	NORTH CAROLINA HEALTH CHOICE RECORDS	
REFUGEE ASSISTANCE SERVICES CASE RECORDS		
SPECIAL ASSISTANCE (REST HOME) SERVICES CASE RECORDS		
WORK FIRST ASSISTANCE (TANF) CASE MANAGEMENT RECORDS: change retention periods to 10 years for all disposition instructions		

Program Operational Records: Family and Children’s Services

Changes	New Items	Discontinued Items
ADOPTION ASSISTANCE CASE RECORDS		
ADOPTION CASE RECORDS		
ADOPTION CLEARINGHOUSE RECORDS: change disposition to destroy when administrative value ends from destroy when administrative value ends or after 2 years, whichever occurs first		
ADULT AND FAMILY ADJUSTMENT SERVICES CASE MANAGEMENT RECORDS		
	AT-RISK CASE MANAGEMENT SERVICES RECORDS	
CHILD FATALITY PREVENTION RECORDS		
CHILD PROTECTIVE SERVICES CASE RECORDS		
	DELINQUENCY PREVENTION SERVICES RECORDS	
FAMILY PLANNING SERVICES CASE MANAGEMENT RECORDS		
FAMILY PRESERVATION AND PERMANENCY PLANNING SERVICES CASE MANAGEMENT RECORDS: name changed from FAMILY PRESERVATION CASE MANAGEMENT RECORDS		
FAMILY SERVICES CASE PLAN MANAGEMENT RECORDS		
FAMILY SUPPORT AND FAMILY RESOURCE CENTER PROGRAM RECORDS		
FOSTER CARE AND CHILD PLACEMENT SERVICES CASE MANAGEMENT RECORDS		
	FOSTER CARE ASSISTANCE RECORDS	

Changes	New Items	Discontinued Items
FOSTER HOME AND FACILITY LICENSURE RECORDS		
FOSTER HOME AND FACILITY RECRUITMENT RECORDS		
	INDEPENDENT LIVING SERVICES (NC LINKS) PROGRAM RECORDS	
	SCHOOL SOCIAL WORK SERVICES CASE MANAGEMENT RECORDS	