

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)



STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
 www.cslib.org/publicrecords

RETENTION SCHEDULE # <u>11-13-1</u>
--

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

AGENCY: Department of Social Services (DSS)	AGENCY ADDRESS: 25 Sigourney Street, Hartford, CT 06106	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Bureau of Administration: Office of Quality Assurance		If revised, superseded schedule number(s): 04-4-2

RMLO (type or print): Hope Langer-Marshall	TITLE (type or print): Research Analyst	APPROVED (State Archivist): 	DATE: 9/16/11
APPROVED (RMLO): 	DATE: 9/14/11	APPROVED (Public Records Administrator): 	EFFECTIVE DATE: 9/16/11

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
01.	Quality Control Audit Records Consists of records that document audits of internal, SNAP (Supplemental Nutrition Assistance Program), Medicaid, Child Care, Medical Providers, and Grants and Contracts programs.	3 years from date of final report, or until audited, whichever is later	5 years	8 years from date of final report, or until audited, whichever is later	
02.	Client Fraud Investigation Records Consists of records that document client fraud investigations, Administrative Disqualification Hearing (ADH), and prosecution.	Until collection effort closed and no longer actively pursued	5 years	5 years from date collection effort closed and no longer actively pursued	
03.	Property Lien Records Consists of records that document liens, quit claims, and related documents placed and released on client's property for recovery purposes.	2 years from date released for full reimbursement or strictly foreclosed on	6 years	8 years from date released for full reimbursement or strictly foreclosed on	

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
04.	Transfer of Asset Records Consists of records that document closed transfers of assets involving attorney general actions. Including, but not limited to: notices of billing and W-332s.	3 years, or until audited, whichever is later	7 years, or until audited, whichever is later	10 years, or until audited, whichever is later	
05.	Burial Reserve Fund Transactions Records Consists of records that document burial reserve fund transactions. Including but not limited to: computer printouts; bill from funeral home, death certificate; SAGA (State Administrative General Assistance) application, if necessary; copy of approval / disapproval letter; copy of asset summary sheet; and estate summary sheet.	3 years, or until audited, whichever is later	- 0 -	3 years, or until audited, whichever is later	
06.	Bank Match Cases Consists of records that document matching active recipient Social Security Numbers (SSN) with depositors at selected banks. Including but not limited to: bank statements.	Until investigation completed	3 years from date investigation completed	3 years from date investigation completed	
07.	Medical Assistance Provider Enrollment Records Consists of records that document provider enrollments. Including but not limited to: DSS medical assistance provider enrollment records from Electronic Data Systems (EDS) to Hewlett Packard (HP) Enterprise Services. Hard copy records are imaged upon receipt.	1 year	6 years	7 years	Prior to 2/1/08, files (paper only) transferred from Electronic Data Systems (EDS) to Iron Mountain storage account. Final destruction in 2/2015. After 2/1/08, hard copy destroyed 12 months after imaged in accordance with State Library Digital Imaging Standards. Imaged copy also checked for quality control.