

Retention Schedule: HEALTH & HUMAN SERVICES

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-fiche I=Import	Destroy Paper after Imaged & QC'd	
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HUMAN SERVICES - ELIGIBILITY											
Health & Human Services / Human Services - Eligibility	E-HS-001	CalWORKS (various records, including child care providers)	Fiscal Closure + 1 year	After Data Tracking System is Validated - Minimum 4 years	After Data Tracking System is Validated - Fiscal Closure + 5 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	The State's Welfare Data Tracking Implementation Project (WDTIP) is being validated by the Federal government - The State will notify Counties when the system is validated (ACL-03-01); CA DPSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is fiscal closure; GC §26202
Health & Human Services / Human Services - Eligibility	E-HS-002	ELIGIBILITY CASE FILES / GENERAL ASSISTANCE FILES (applications, intake records, verifications, forms, notices, agreements, etc.)	Fiscal Closure + 1 year	2 years		Fiscal Closure + 3 years	Yes	Mag, Mfr, OD, Ppr		S/M	Yes: After QC & OD

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Health & Human Services / Human Services - Eligibility	E-HS-003	FOOD STAMPS: NOT FISCAL	1 year	2 years	3 years		Mag, Ppr				CA DPSS Manual of Policies & Procedures; GC §26202	
Health & Human Services / Human Services - Eligibility	E-HS-004	FOSTER CARE CASE FILES	Minor is 21 years old			Minor is 21 years old	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Department Preference;FC §1819; GC §26202
Health & Human Services / Human Services - Eligibility	E-HS-005	KINSHIP GUARDIANSHIP ASSISTANCE PAYMENT (KIN-GAP)	Minor is 21 years old			Minor is 21 years old	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Department Preference (similar to Foster Care);FC §1819; GC §26202
Health & Human Services / Human Services - Eligibility	E-HS-006	MASTER CLIENT DATABASE RECORDS	Indefinite		Indefinite	Yes	Mag				Data is interrelated; GC §26202	
Health & Human Services / Human Services - Eligibility	E-HS-007	MEDI-CAL ELIGIBILITY CASE FILES / FOLDERS / RECORDS (applications, intake records, verifications, forms, notices, agreements, etc.)	Fiscal Closure + 1 year	6 years		Fiscal Closure + 7 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Department Preference; CA DPSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is Fiscal Closure; GC §26202
HUMAN SERVICES - CHILD WELFARE												

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Health & Human Services / Child Welfare	CW-HS-001	ADOPTION FILES	P		P		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	22 CCR 89179; California Department of Social Services All County Letter ACL 11-23; GC §§24356, 26907, 26202
Health & Human Services / Child Welfare	CW-HS-002	ADULT PROTECTIVE SERVICES	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	California Department of Social Services All County Letter ACL 26-36; GC §26202
Health & Human Services / Child Welfare	CW-HS-003	AUDIT OR INVESTIGATIONS (STATE OR FEDERAL)	3 years After Date of Last Service + Audit Complete		3 years After Date of Last Service + Audit Complete		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202
Health & Human Services / Child Welfare	CW-HS-004	CHILD ABUSE AND NEGLECT REFERRAL (Called in by mandated reporter, but determined no abuse or neglect to report, no referral taken)	2 years After Determination of No Abuse or Neglect		2 years After Determination of No Abuse or Neglect		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	GC §26202, 26205.1
Health & Human Services / Child Welfare	CW-HS-005	CHILD WELFARE - GENERAL CASE RECORDS / VOLUNTARY FAMILY MAINTENANCE (e.g., Family Preservation, Non-dependent Legal Guardianship, Guardianship Investigations, ICPC cases, etc.)	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; MPP 23-353; GC §26202

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Health & Human Services / Child Welfare	CW-HS-006	CHILDREN'S FILES AND CHILD WELFARE CASE FILES - FATALITIES	5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100		5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	PC §11169; WIC §10851, 826; California Department of Social Services All County Letter ACL 02-12; MPP 311-075; GC §26202
Health & Human Services / Child Welfare	CW-HS-007	CHILDREN'S FILES AND CHILD WELFARE CASE FILES - INCONCLUSIVE ALLEGATIONS - FILED IN JUVENILE COURT	5 years After Jurisdiction Terminated		5 years After Jurisdiction Terminated	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851, 826; California Department of Social Services All County Letter ACL 02-12; GC §26202
Health & Human Services / Child Welfare	CW-HS-008	CHILDREN'S FILES AND CHILD WELFARE CASE FILES - INCONCLUSIVE ALLEGATIONS - NOT FILED IN JUVENILE COURT	3 years After Date of Last Service		3 years After Date of Last Service	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851, 826; California Department of Social Services All County Letter ACL 02-12; GC §26202

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Health & Human Services / Child Welfare	CW-HS-009	CHILDREN'S FILES AND CHILD WELFARE CASE FILES (Includes Juvenile Court petitions, court repots, court orders, documents related to placement and payment for foster care, health and education information on children, assessments and case plans, progress reports from collateral service providers, pictures and interviews.)	5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100		5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, unless perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letter ACL 07-53, PC §11169; GC §26202
Health & Human Services / Child Welfare	CW-HS-010	COMPLIANTS	5 years after Jurisdiction terminated		5 years. after Jurisdiction terminated	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, WIC §826, California Department of Social Services All County Letter ACL 07-53, PC §11169; GC §26202

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Health & Human Services / Child Welfare	CW-HS-011	DEPENDENCY GUARDIANSHIP	5 years after Jurisdiction terminated, unless CACI referral then until the perpetrator turns 100		5 years. after Jurisdiction terminated, unless CACI referral then until the perpetrator turns 100	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	If dependency guardianship Child Welfare file may be destroyed 5 years after jurisdiction is terminated, unless perpetrator's name was submitted to DOJ/CACI, then any documents used to prove the abuse/neglect must be retained until the perpetrator turns 100 years old; WIC §826, California Department of Social Services All County Letter ACL 07-53, PC §11169; GC §26202
Health & Human Services / Child Welfare	CW-HS-012	EMERGENCY RESPONSE (ER) - IF DOJ REFERRAL	Perpetrator turns 100			Perpetrator turns 100		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD
Health & Human Services / Child Welfare	CW-HS-013	EMERGENCY RESPONSE (ER) - IF NO DOJ REFERRAL	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202
Health & Human Services / Child Welfare	CW-HS-014	EXEMPTION FILES - CURRENTLY LICENSED, OR RESIDING IN A LICENSED HOME	Indefinite			Indefinite		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD

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Health & Human Services / Child Welfare	CW-HS-015	EXEMPTION FILES - NO LONGER LICENSED OR NO LONGER RESIDING IN A LICENSED HOME	5 years	15 years	20 years		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	GC §26202
Health & Human Services / Child Welfare	CW-HS-016	FOSTER HOME - COUNTY LICENSED	3 years After Date of Last Contact		3 years After Date of Last Contact		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; MPP 41-075; California Department of Social Services All County Letter ACL 05-13, 03-55 GC §26202
Health & Human Services / Child Welfare	CW-HS-017	FOSTER HOME - ROUTINE LICENSING	3 years After Home Not in Use		3 years After Home Not in Use		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; MPP 41-075; California Department of Social Services All County Letter ACL 05-13, 03-55 GC §26202
Health & Human Services / Child Welfare	CW-HS-018	IN HOME SUPPORT SERVICES (IHSS)	7 years After Date of Last Payment		3 years After Date of Last Payment		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	GC §26202
Health & Human Services / Child Welfare	CW-HS-019	LITIGATION - CRIMINAL / CIVIL	3 years After Date of Last Service + Litigation Complete		3 years After Date of Last Service + Litigation Complete		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202
Health & Human Services / Child Welfare	CW-HS-020	MEDICAID / MEDICARE ACCOUNTING AND FISCAL RECORDS	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202

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Health & Human Services / Child Welfare	CW-HS-021	NON-MINOR DEPENDENT	5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100		5 years After Jurisdiction Terminated, unless CACI referral then until the perpetrator turns 100	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	PC §11169; WIC §10851, 826; California Department of Social Services All County Letter ACL 02-12; MPP 311-075; GC §26202
Health & Human Services / Child Welfare	CW-HS-022	PROBATE GUARDIANSHIP / INDEPENDENT GUARDIANSHIP	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; GC §26202
Health & Human Services / Child Welfare	CW-HS-023	PUBLIC ASSISTANCE RECORDS	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202
Health & Human Services / Child Welfare	CW-HS-024	TITLE IV-D CHILD SUPPORT RECORDS	3 years After Date of Last Service		3 years After Date of Last Service		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	WIC §10851; California Department of Social Services All County Letter ACL 02-12; GC §26202
HUMAN SERVICES - SOCIAL SERVICES											

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Health & Human Services / Human Services	PH-HS-001	BACKGROUND FILES / CREDENTIAL CHECKS - Health & Human Services Employees Only	Separation + 3 years		Separation + 3 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	EECOT LSA/BLA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; CA Department of Fairs requires 5 years; 29 CFR 1602.31 & 29 CFR1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§122046, 26202
Health & Human Services / Human Services	PH-HS-002	BILLING RECORDS or CLAIMS PROCESSING - includes Medi-Cal	2 years	4 years or after State Audit	6 years or after State Audit	Yes: Until Paid	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Fee receipts & forms are required for 5 years; Consistent with proposed statewide guidelines; Published articles show 3 - 7 years; GC §§24356, 26907,
Health & Human Services / Human Services	PH-HS-003	CalWORKS EMPLOYMENT TRAINING PROGRAMS	Fiscal Closure + 1 year	After Data Tracking System is Validated - Minimum 2 years	Fiscal Closure + 3 years - After Data Tracking System is Validated -		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	The State's Welfare Data Tracking Implementation Project (WDTIP) is being validated by the Federal government - The State will notify Counties when the system is validated (ACL-03-01); Consistent with other CA DPSS Manual of Policies & Procedures requirements; GC §26202
Health & Human Services / Human Services	PH-HS-004	CHILD PROTECTION	Minor is 18 years old		Minor is 18 years old	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Consistent with Conciliation Counseling Records; FC §1819; GC §26202

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Health & Human Services / Human Services	PH-HS-005	CONTRACTS FOR TRAINING (Send originals of other contracts to the Clerk of the Board)	Completion + 5 years		Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	Yes	S / I	Yes: After QC & OD	Statute of Limitations: Contracts & Spec's=4 years, CCP §337 et seq., GC §26202
Health & Human Services / Human Services	PH-HS-006	FOOD STAMPS: FISCAL	Fiscal Closure + 1 year	2 years	Fiscal Closure + 3 years		Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	CA DPSS Manual of Policies & Procedures requires 3 years from fiscal or administrative closure (end of State audit, etc.), GC §26202
Health & Human Services / Human Services	PH-HS-007	FRAUD INVESTIGATION	Resolution + 3 years		Resolution + 3 years	Yes: Until Resolution	Mag, Ppr				Intentional Program Violations case records are kept for the life of the individual, per ACL 15-26; GC §26202
Health & Human Services / Human Services	PH-HS-008	LIST OF AUTHORIZATIONS TO START, CHANGE, OR STOP AID PAYMENTS (Form 278L)	Closure + 2 years	8 years	Closure + 10 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	CA DPSS Manual of Policies & Procedures requirement; GC §26202

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Health & Human Services / Human Services	PH-HS-009	WELFARE TO WORK GRANTS	2 years	After Data Tracking System is Validated - Minimum 4 years	After Data Tracking System is Validated - Minimum 6 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	The State's Welfare Data Tracking Implementation Project (WDTIP) is being validated by the Federal government - The State will notify Counties when the system is validated (ACL-03-01); Consistent with other grants & County Accounting Committee; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; CDBG is 4 years; HUD requires 5 years for programs covered by a consolidated plan; statewide guidelines propose 4 years; 21 CFR 1403.42; 24 CFR 85.42 & 570.502(b), 29 CFR 97.42, GC 88888
PUBLIC HEALTH											

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Health & Human Services / Public Health	PH-001	BILLING RECORDS or CLAIMS PROCESSING - includes Medi-Cal (JUVENILES / UNEMANCIPATED MINORS)	Discharge + 1 year	After Audit and Patient Reaches Age 21	After Audit and Patient Reaches Age 21		Mag, Mfr, OD, Ppr		S/I	Yes: After QC & OD	Medicare providers are required to retain clinical records for juveniles for three years after age of majority; Fee receipts & forms are required for 5 years; Accounting records for County Alcohol & Drug Programs are required for 3 years following the settlement of the Report of Expenditure; Published articles show 3 - 7 years; GC §§24356, 26907; 9 CCR 9444; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §26202

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Health & Human Services / Public Health	PH-002	BILLING RECORDS or CLAIMS PROCESSING - includes Medi-Cal (ADULTS)	2 years	4 years or after State Audit	6 years or after State Audit	Yes: Until Paid	Mag, Mfr, OD, Ppr		S/M/I	Yes: After QC & OD	Fee receipts & forms are required for 5 years; Consistent with proposed statewide guidelines; Published articles show 3 - 7 years; Medicare providers are required to retain clinical records for adults for five years after discharge; Fee receipts & forms are required for 5 years; Accounting records for County Alcohol & Drug Programs are required for 3 years following the settlement of the Report of Expenditure; Published articles show 3 - 7 years; GC §§24356, 26907; 9 CCR 9444; CMS Pub. 100-4, Chapter 1, Section 110.3I GC §26202
Recorder	PH-003	BIRTH AND DEATH CERTIFICATES	Send to Recorder After 2 years		Send to Recorder After 2 years		Mag, Ppr				Department preference (copies); GC §26201; GC §26202
Health & Human Services / Public Health	PH-004	EPIDEMIOLOGY, SURVEILLANCE AND DATA ANALYSIS DOCUMENTS GENERATED FROM THE DIVISION	P		P		Mag, Mfr, OD, Ppr		S/I	Yes: After QC & OD	Department preference; GC §26202

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Health & Human Services / Public Health	PH-005	JAIL INSPECTIONS	7 years		7 years		Mag, Mfr, OD, Ppr		S/I	Yes: After QC & OD	Department preference; GC §26202

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Health & Human Services / Public Health	PH-006	PATIENT OR CLIENT FILES - ADULTS - Health, Medical, etc.	Last Visit + 7 years		Last Visit + 7 years	Yes: Until Last Visit	Mag, Mfr, OD, Ppr		S/M/I	Yes: After 1 year	Department Preference; adults required for 7 years; Medicare providers are required to retain clinical records for adults for five years after discharge; Fee receipts & forms are required for 5 years; 10 years is recommended by AHIMA for "healthcare providers"; Various laws restrict access to records; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, H&S is actually based upon "if the licensee ceases operations;" Accounting records for County Alcohol & Drug Programs are required for 3 years following the settlement of the Report of Expenditure; Published articles show 3 - 7 years; GC §§24356, 26907; H&S §123145; 9 CCR 784.28(a); 22 CCR 70751(c) & 71551(c); 9 CCR 9444; CMS Pub. 100-4, Chapter 1, Section 110.3; GC

Retention Schedule: HEALTH & HUMAN SERVICES

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-fiche I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Health & Human Services / Public Health	PH-007	PATIENT OR CLIENT FILES - UNEMANCIPATED MINORS - Health, Medical, etc.	Last Visit + 7 years OR 25 years old, whichever is longer		Last Visit + 7 years OR 25 years old, whichever is longer	Yes: Until Last Visit	Mag, Mfr, OD, Ppr		S/M	Yes: After 1 year	Department Reference, minors until 1 year after age 18, but not less than 7 years; Medicare providers are required to retain clinical records for juveniles for three years after age of majority; 10 years is recommended by AHIMA; Various laws restrict access to records; H&S requires 7 years and is actually based upon "if the licensee ceases operations;" H&S §123145, 9 CCR 784.28(a), 9 CCR 9444, 22 CCR 70751(c) & 71551(c); CMS Pub. 100-4, Chapter 1, Section 110.2; CC §26202

Retention Schedule: HEALTH & HUMAN SERVICES

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference	
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-fiche I=Import	Destroy Paper after Imaged & QC'd		
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PUBLIC HEALTH / ENVIRONMENTAL HEALTH												
Health & Human Services / Environmental Health	PH-EH-001	FOOD FACILITIES	P		P	Yes	Mag, Mfr, OD, Ppr	Yes	S / M	Yes: After 10 years	Department preference; GC §26202	
Health & Human Services / Environmental Health	PH-EH-002	GROUNDWATER TESTING	P			P		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41	
Health & Human Services / Public Health	PH-EH-003	RABIES CONTROL RECORDS	10 years			10 years		Mag, Ppr			Department Preference; GC §26202	
Health & Human Services / Environmental Health	PH-EH-004	SEPTIC TANK INSTALLATION / REPLACEMENTS	P		P	Yes	Mag, Mfr, OD, Ppr	Yes	S / M	Yes: After 10 years	Department preference; GC §26202	
Health & Human Services / Environmental Health	PH-EH-005	SEWER AND WATER MAPS	P		P	Yes	Mag, Ppr	Yes	S / M	Yes: After 10 years	Department preference; GC §26202	
Health & Human Services / Environmental Health	PH-EH-006	SOURCE CONTROL / FOG (Fats, Oil & Grease)	3 years		3 years		Mag, Ppr				40 CFR 403.12; GC §26202	

Retention Schedule: HEALTH & HUMAN SERVICES

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-fiche I=Import	Destroy Paper after Imaged & QC'd	
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Health & Human Services / Public Health	PH-EH-007	WATER TEST RECORDS - Bacteriological	5 years		5 years		Mag, Ppr				5 years is required; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470; GC §26202