

Retention Schedule: CHILD SUPPORT 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).											
Child Support Services	CSS-001	CHILD SUPPORT / AID FOR DEPENDENT CHILDREN (AFDC) ELIGIBILITY CASE FILES / FOLDERS / RECORDS (applications, intake records, verifications, forms, notices, agreements, etc.)	Case Closure + 1 year	4 years	Case Closure + 5 years	Yes	Mag, Mfr, OD, Ppr		S/M/I	Yes: When Inactive	Title IV-D programs are required for 4 years and 4 months from case closure; CA DCSS Manual of Policies & Procedures requires 3 years from the date CA submits the Federal expenditure report, which is fiscal closure; GC §26202, 22 CCR 111450
Health & Human Services	CSS-002	MASTER CLIENT DATABASE RECORDS	Indefinite			Indefinite	Yes	Mag			