

Job and Family Services (JFS) Records Retention Schedule (Draft)

This schedule lists records commonly created by Job and Family Services. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Title	Description	Retention Period
<p>CASE FILES</p> <ul style="list-style-type: none"> A. Children Service Case Records (OAC 5101:2-48-23) B. Adoption (OAC 5101:2-20-04) C. Adult Protective Services (OAC 5101:2-33-23) D. Title IV E Foster Care/ Adoption Assistance E. Foster Children Case Records 	<p>Documents used to determine eligibility, program enrollment, assessment of needs, planning of services, monitoring tools/forms, incident occurrences, follow-up investigation, referral for services, information releases, establish compliance/eligibility for client or recipient to participate in specific programs, official records such as Court filings, Police reports, etc. or records used to document case management, benefits, license regulations, adoptions, and placement.</p>	<p>Permanent</p>
<p>PUBLIC ASSISTANCE FILES</p> <ul style="list-style-type: none"> A. Ohio Works First (OWF), Aid to Dependent Children (ADC), Temporary Assistance for Needy Families (TANF) B. Food Assistance (FA) C. Medicaid D. Child Care E. Work Force Investment Act (WIA) Disability Assistance (DA) Prevention, Retention and Contingency (PRC) F. Home Energy Assistance Program (HEAP) G. Kinship Permanency Incentive Program (KPIP) (ORC 5101.802) 	<p>All client forms, letters, verifications and documentation pertaining to the eligibility for public assistance programs and fiscal records and accountability documents relative to the benefits received. (includes but is not limited to claims and documentation of lost benefits) (OAC5101:4-1-05 (D)(3))</p>	<p>4 years after case closed provided no action pending</p>

Record Title	Description	Retention Period
State and County Investigation Report	This includes food stamp, cash assistance and any other fraud control report	5 years provided no action pending
Quality Control Case Findings	Federal and State audit findings in cases reviewed for quality control	3 years
Active Overpayment/ Claims Files	The file includes the client name, case #, referral, and outcome. The documents include the referral data, claim, budgets, and repayment agreements	10 years from date closed
JFS Management and Operations Reports ODJFS 2750 (CSEA), ODJFS 2820 (Children's Services), ODJFS 2827 (Public Assistance), ODJFS 2820, ODJFS 2827	Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs	5 years provided audited
JFS Compliance Reports ODJFS 4290 (FTE report), ODJFS 4235 (Income Eligibility Verification System IEVS), ODJFS 4280 and 4281 (IV-E reports), ODJFS 4282 (Social Services Block Grant Summary)	All reports to state and federal governments to meet fiscal and program compliance requirements.	5 years provided audited
JFS Financial Records	Records pertaining to financial allocations and transactions including bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; reports ; cash and account books; receipts; canceled checks; vouchers; financial assistance to clients; payments to service providers	3 years provided audited
Random Moment Sample (RMS) Records	Federally approved time recording method documenting time and effort allocation used for state to claim federal Reimbursement, including correspondence, reports, program plans, other reference data.	3 years provided audit report released
Service Provider Files	Records of social service providers utilized by the agency such as child care, elder care, etc. may include copies of contracts.	3 years after termination of services, provided audited

Record Title	Description	Retention Period
Logs	Documents and tracks payments, complaints and investigations, location attempts, sign-in and sign-out, etc.	5 years, provided no action pending.

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