

## DEPARTMENT OF SOCIAL SERVICES

144 P Street, Sacramento, CA 95814  
(916) 322-9377



May 23, 1979

ALL-COUNTY LETTER NO. 79-31

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: RECORDS RETENTION

REFERENCE:

You may destroy all public assistance and social services records for which the last payment was made prior to January 1, 1975, with the following exceptions:

1. All counties were instructed to retain all adult aid case records until further notice (see All-County Letters 77-55 and 79-3). Those instructions are still in effect with the clarification that adult aid cases where the last payment was prior to January 1, 1972, may be destroyed.
2. Those cases identified in the State Controller's Office audits and not applied by the state due to the Marin decision must also be retained.
3. Warrant registers must be retained for a 15-year period.
4. Due to unresolved audit issues which affect administrative claiming records, the only administrative claiming records and their supporting documents which may be destroyed are those for the period prior to July 1, 1967.
5. Due to unresolved audit issues which affect public assistance claiming records, the following counties must retain public assistance case records and their supporting documents as listed below:

San Diego County - Retain AFDC records for those QC (quality control) cases involved in the federal audit of AFDC overpayments (last payment made on or after July 1, 1974).

Santa Barbara County - Retain BHI (boarding homes and institutions) records where the last payment was made on or after July 1, 1974.

San Bernardino County - Retain BHI records where the last payment was made on or after July 1, 1973.

Los Angeles County - Retain BHI records for those cases involved in the federal audit of retro BHI (last payment made on or after August 1, 1961).

Los Angeles County - Retain AAC (aid for the adoption of children) records where the last payment was made on or after July 1, 1970.

Food stamp records must be retained three years from the month of origin (defined by FNS as the ending date of the pertinent certification period).

The following is a listing of the exceptions to this three-year requirement:

1. If the food stamp records are a part of an assistance case record, it must be retained four years from the date of last payment in accordance with the Welfare and Institutions Code Section 10851.
2. All accountability records (documents supporting the validity of entries on the FNS-250 accountability report) for the period prior to July 1, 1969, must be retained because billing has yet to be cleared by FNS's Finance and Program Accounting Division. Once FNS has confirmed that the billing has been paid, these records may be destroyed.
3. The county shall retain fiscal records and accountable documents for three years from the date of fiscal or administrative closure. Fiscal closure means that obligations for or against the federal government have been liquidated. Administrative closure means that the county has determined and documented that no further action to liquidate the obligation is appropriate. Fiscal records and accountable documents include, but are not limited to claims, documentation of lost benefits, and Form FNS-206, "Certification of Transfer of Household Benefits."
4. All audit related case records and fiscal records for which there is an open audit must also be retained. For verification of any such audit, you should contact the Food Stamp Program Operations Bureau at (916) 322-5475.

The provisions of this letter are for the fiscal purposes of DSS and do not authorize you to destroy those records which have a longer retention period required by other laws or regulations.

Should you have any questions on this matter, please contact Records Analysis at (916) 322-9377.

Sincerely,



R. E. REICH  
Deputy Director  
Administration Division

cc: CWDA

This letter supersedes All-County Letter 78-4.