Schedule 40

Department of Social Services
Computerized Records

Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

	SCHEDULE NUMBER: 40
	AGENCY, BOARD OR COMMISSION: DEPARTMENT OF SOCIAL SERVICES
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT: Computerized Records
	Supersedes Edition of July 21, 1989

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE * Deb Thomas	
TITLE: Director	DATE: September 17, 1990

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE * Andrea I. Paul STATE ARCHIVIST	DATE: 9/20/90

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE * Allen J. Beermann ADMINISTRATOR	DATE: September 24-90

RMA 01005D

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Computerized Records

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Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule and the other retention schedules #40-0, #40-1 and #40-2 were written specifically for records unique to the Department of Social Services. The general records schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

FORMAT OF RECORD

The disposition period listed for each item applies regardless of the format (paper, microfiche, etc.), unless otherwise indicated.

MORE THAN ONE COPY OF THE SAME RECORD

If a division is receiving more than one copy of the exact same record, only one copy will need to be retained for the disposition period this schedule designates. All other copies of that record may be disposed of when no longer of reference value.

For those instances where more than one division receives the exact same record, the disposition period listed in this schedule will apply to each division regardless of what those records are being retained for.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the disposition period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.

2. Get rid of records that have met their disposition periods.

3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.

4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center, State Archives, or microfilming records.

Records Management Division
NSOB, Lower Level
471-2559

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40- BDE - BENDEX DATA EXCHANGE

Reports update Social Services case records from social security and include Medicare, Aged, Blind and Disabled (AABD) and Supplemental Security Income (SSI) updates.

These reports may include case number and identification error list, change register, SSA/BUY-IN/SSI updates, Medicare code no. update listing, Bendex error listing, wage earning accretions for active and pending clients, verification reference report, unmatched print and social security listing, entitlement errors, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- BDE 103	3 Years/Audit[1]	
40- BDE 106	3 Years/Audit[1]	
40- BDE 106-2	3 Years/Audit[1]	
40- BDE 111	3 Years/Audit[1]	
40- BDE 112	3 Years/Audit[1]	
40- BDE 116	3 Years/Audit[1]	
40- BDE 130	3 Years/Audit[1]	
40- BDE 160	3 Years/Audit[1]	
40- BDE 300-1	3 Years/Audit[1]	
40- BDE 300-2	3 Years/Audit[1]	
40- BDE 300-3	3 Years/Audit[1]	
40- BDE 610	3 Years/Audit[1]	

40- CIC - CUSTOMER INFORMATION COMMUNICATION SYSTEM

An activity report for CIC jobs.

These reports describe what happens on the CICS jobs. May include errors, adds, updates, and deletes. Reports also describe who did what, when and where while using the terminal.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CIC 850 - Daily	**2 Months**	
40- CIC 850 - Monthly	**2 Years**	

40- CPS - CHILD PROTECTIVE SERVICES

Listing of child abuse and neglect cases on system that are invalid.

Workers may enter information into the system and this initial data can cause the system to reject the report because of user error or because the system is down. Report is issued because the required data fields aren't complete.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CPS 120	**Superseded**	

40- CSE - CHILD SUPPORT ENFORCEMENT

Listing of child support assignment rights.

These reports may include notice of assignment of support rights, notice of partial termination of assignment, notice of termination of assignment, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CSE 30	4 Years/Audit[1]	4 Years/Audit[1]
40- CSE 32	4 Years/Audit[1]	4 Years/Audit[1]
40- CSE 33	4 Years/Audit[1]	4 Years/Audit[1]
40- CSE 060	4 Years/Audit[1]	
40- CSE 101	4 Years/Audit[1]	
40- CSE 101A	4 Years/Audit[1]	
40- CSE 105	10 Years/Audit[1]	
40- CSE 114	4 Years/Audit[1]	
40- CSE 133	4 Years/Audit[1]	
40- CSE 135	4 Years/Audit[1]	
40- CSE 172	4 Years/Audit[1]	
40- CSE 173	10 Years/Audit[1]	

40- CSI - CHILD SUPPORT INFORMATION

Child support reports include statewide information on child support requirements and vouchers of the recipients involved.

These reports may include transaction listings, update statistics, cash transaction lists, case status by payor, IRS and state revenue collection reports, document audit trails, child support caseloads, payment transmittals for Aid to Family with Dependent Children (AFDC) recipients, enforcement vouchers and intercept refunds. Also, these reports include collections by counties, cash control listings, valid collections recaps, distribution and adjustment recaps, Aid to Dependent Children (ADC) payments and collections history, obligation payments, Department of Labor (DOL) collections posted, Unemployment Benefits (UIB) receipts, four month collection summary, IRS intercept summary by Federal Information Processing Standards (FIPS), state revenue offsets, IRS collections posted and processed, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CSI 011	3 Years	
40- CSI 030-1	6 Years	
40- CSI 030-2	6 Years	
40- CSI 030-3	10 Years	
40- CSI 030-4	6 Years	
40- CSI 030-5	6 Years	
40- CSI 030-6	6 Years	
40- CSI 043-1	1 Year	1 Year
40- CSI 043-2	1 Year	1 Year
40- CSI 046	Superseded	
40- CSI 058A	4 Years/Audit[1]	
40- CSI 058B	4 Years/Audit[1]	
40- CSI 062	4 Years/Audit[1]	
40- CSI 064	4 Years/Audit[1]	
40- CSI 065	4 Years/Audit[1]	
40- CSI 067A	4 Years/Audit[1]	
40- CSI 067B	4 Years/Audit[1]	
40- CSI 070	Superseded	
40- CSI 073	4 Years/Audit[1]	
40- CSI 075	Superseded	
40- CSI 076	4 Years/Audit[1]	
40- CSI 079-1	4 Years/Audit[1]	
40- CSI 089-1	4 Years/Audit[1]	
40- CSI 089-2	4 Years/Audit[1]	
40- CSI 092A	4 Years/Audit[1]	
40- CSI 092B	4 Years/Audit[1]	
40- CSI 097	4 Years/Audit[1]	
40- CSI 120-1	10 Years	
40- CSI 120-2	10 Years	
40- CSI 130	10 Years	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CSI 140-1	10 Years	
40- CSI 140-2	10 Years	
40- CSI 141-1	10 Years	
40- CSI 142-2	10 Years	
40- CSI 143	10 Years	
40- CSI 143-2	2 Years	
40- CSI 185	4 Years/Audit[1]	
40- CSI 240	4 Years/Audit[1]	
40- CSI 242B	4 Years/Audit[1]	
40- CSI 242C	4 Years/Audit[1]	
40- CSI 280	Superseded	
40- CSI 310	10 Years	
40- CSI 311	10 Years	
40- CSI 313	10 Years	
40- CSI 317	10 Years	
40- CSI 325	Superseded	
40- CSI 326	Superseded	
40- CSI 390	10 Years	
40- CSI 391	10 Years	
40- CSI 393	10 Years	
40- CSI 400	4 Years/Audit[1]	
40- CSI 401	6 Years	
40- CSI 402	6 Years	
40- CSI 403	6 Years	
40- CSI 404	6 Years	
40- CSI 410	4 Years/Audit[1]	
40- CSI 411	6 Years	
40- CSI 415	6 Years	
40- CSI 440A	6 Years	
40- CSI 440B	6 Years	
40- CSI 450	6 Years	6 Years
40- CSI 450R	6 Years	
40- CSI 560	4 Years	
40- CSI 565	4 Years	
40- CSI 566	4 Years	
40- CSI 575A	10 Years	
40- CSI 575B	2 Years	
40- CSI 577A	10 Years	
40- CSI 580	10 Years	
40- CSI 581	10 Years	
40- CSI 582	7 Years	
40- CSI 600	4 Years	
40- CSI 755	Superseded	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CSI 760	Superseded	
40- CSI 761	Superseded	
40- CSI 775	4 Years	
40- CSI 880	4 Years	
40- CSI 887	4 Years/Audit[1]	
40- CSI 888	10 Years/Audit[1]	
40- CSI 892-1	Superseded	
40- CSI 892-2	2 Years	
40- CSI 894-1	10 Years	
40- CSI 894-2	10 Years	
40- CSI 898	10 Years/Audit[1]	
40- CSI 978	Superseded	
40- CSI 979	4 Years	
40- CSI 984-1	4 Years/Audit[1]	
40- CSI 984-2	4 Years/Audit[1]	
40- CSI 984-3	4 Years/Audit[1]	
40- CSI 985	4 Years/Audit[1]	
40- CSI 995	10 Years/Audit[1]	
40- CSI 996-1	4 Years/Audit[1]	
40- CSI 996-2	4 Years	
40- CSI 996-3	4 Years	
40- CSI 998	4 Years/Audit[1]	

40- CSP - CHILD SUPPORT PROGRAM

Child support program reports contain information on child support requirements.

These reports may include transaction listings, update statistics, case status, collection reports, child support caseloads, payment transmittals, dependent errors, court order errors, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CSP 519	**1 Day**	
40- CSP 525	**1 Day**	

40- CWT - CHILD WELFARE TRACKING

Listings are used to determine Social Service benefits for children in need of benefits.

These reports may include biographical data, funds needed by clients, custody dates, court reviews, a service plan, special needs of clients, address of parents, status of parental rights including parent and care provider information, placement dates, etc. Family stress factors are also utilized in these reports.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- CWT 060	1 Year	
40- CWT 070	1 Year	
40- CWT 090	1 Year	
40- CWT 130	1 Year	
40- CWT 140	1 Year	
40- CWT 150	1 Year	
40- CWT 170	1 Year	

40- DDR - DETAIL DISTRIBUTION REPORT

Summary of the entire expenditures for Central and Local offices.

These DDR's may be used for budgeting and planning disbursements, as well as reporting administrative, foster care, job support, medically handicapped children program costs, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- DDR 020	2 Years	2 Years
40- DDR 050	2 Years	2 Years
40- DDR 100	2 Years	2 Years
40- DDR 200	2 Years	

40- FDP - FOOD DISTRIBUTION PROGRAM

Reports deal with food commodities furnished by the United States Department of Agriculture, which are in turn distributed by the Department of Social Services.

These reports may include a federally donated food inventory for the fiscal year, recipient update and error listing, cash receipt listing, payment voucher, inventory error and update report, accepted offering listing, inventory master listing by category, billing statement listing, rate sheet, inventory on hand report, federal outlay report, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- FDP 010	**3 Years/Audit[1]**	
40- FDP 010A	**3 Years/Audit[1]**	
40- FDP 010B	**3 Years/Audit[1]**	
40- FDP 015	**3 Years/Audit[1]**	
40- FDP 020	**3 Years/Audit[1]**	
40- FDP 02015	**3 Years/Audit[1]**	
40- FDP 020/380	**3 Years/Audit[1]**	
40- FDP 070 - Carrier rates	**3 Years/Audit[1]**	

40- FSP - FOOD STAMP PROGRAM

Reports deal with individuals currently utilizing the food stamp program.

These reports may include cost allocation reports, quality control sample review, notice errors, food stamp mail issuance report, area participating and coupon issuance, listing of non-active audit requests, food stamp correspondence, listing of recoupments, coupon accountability reports, employment and training work registration listings food stamp, audit trails, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- FSP 210	10 Years/Audit[1]	
40- FSP 270	3 Years	
40- FSP 271	3 Years	
40- FSP 310	Superseded	
40- FSP 500	Superseded	
40- FSP 850	3 Years/Audit[1]	
40- FSP 890	3 Years/Audit[1]	
40- FSP 920	Superseded	
40- FSP 1170	Superseded	
40- FSP 1410	3 Years/Audit[1]	
40- FSP 1570	3 Years/Audit[1]	
40- FSP 1770	Superseded	
40- FSP 1780	Superseded	
40- FSP 1930	3 Years/Audit[1]	
40- FSP 1980	3 Years/Audit[1]	
40- FSP 2090A	Superseded/Audit[1]	
40- FSP 2090B	Superseded/Audit[1]	
40- FSP 2090C	Superseded/Audit[1]	

40- HEA - HOME ENERGY ASSISTANCE

Low Income Energy Assistance reports (HEA) include client and provider energy information.

These reports may include agency caseloads and expenditures, payment vouchers, statistical reports, possible fraud, weatherization listings, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- HEA 095	Superseded	
40- HEA 100-1	Superseded	
40- HEA 100-2	Superseded	
40- HEA 100-3	Superseded	
40- HEA 110 - Weatherization	Superseded	
40- HEA 130-1 - Daily/Paper	Superseded	
40- HEA 130-1 - Daily/Microfiche	3 Years/Audit[1]	
40- HEA 130-1 - Weekly	Superseded	
40- HEA 130-3	Superseded	
40- HEA 150-1	Superseded	
40- HEA 160	3 Years/Audit[1]	
40- HEA 160-2	Superseded	
40- HEA 170-1 - Paper	Superseded	
40- HEA 170-1 - Microfiche	3 Years/Audit[1]	
40- HEA 170-2 - Paper	Superseded	
40- HEA 170-2 - Microfiche	3 Years/Audit[1]	
40- HEA 170-3 - Paper	Superseded	
40- HEA 170-3 - Microfiche	3 Years/Audit[1]	
40- HEA 170-4 - Paper	Superseded	
40- HEA 170-4 - Microfiche	3 Years/Audit[1]	
40- HEA 210-1	3 Years/Audit[1]	
40- HEA 210-2	3 Years/Audit[1]	3 Years/Audit[1]
40- HEA 231	Superseded	
40- HEA 232	Superseded	
40- HEA 240-1	Superseded	
40- HEA 250-1	Superseded	
40- HEA 250-2A	Superseded	
40- HEA 250-2B	Superseded	
40- HEA 250-6	Superseded	
40- HEA 250-7	Superseded	
40- HEA 270	Superseded	
40- HEA 340	Superseded	
40- HEA 345	Superseded	
40- HEA 505	Superseded	
40- HEA 530	Superseded	

40- IES - INTEGRATED ENUMERATION SYSTEM

Reports deal with individual social security numbers that cannot be updated.

These reports may indicate that an individual has been assigned a social security number, but their case record indicates an error. When corrected, the individual client is eligible for Social Services benefits.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- IES 110-1	**3 Months**	
40- IES 110-2	**3 Months**	
40- IES 120	**3 Months**	

40- IID - INTERNAL REVENUE DATA MATCH

Internal Revenue Service accretion and invalid number listings.

These reports may include an accretion record count, invalid number error listing, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- IID 420	1 Month	
40- IID 460	1 Month	

40- IMR - INTEGRATED MONTHLY REPORT

Integrated monthly food stamp reports.

These reports may include a notice of failure to file a monthly report, integrated monthly report, roster of food stamp cases closed, report of food stamp cases suspended, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- IMR - Notice	Superseded	
40- IMR 170	Superseded	Superseded
40- IMRMON4F	Superseded	
40- IMR - Food	Superseded	

40- ISS - INTEGRATED SECURITY SYSTEM

List of worker numbers as of the date they are generated.

This is the operating system that runs all CICS (Customer Information Communication System) jobs, and includes a list of individual's worker numbers.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- ISS 101	**Superseded**	

40- IWD - INTEGRATED WAGE DATA

Reports deal with Food Stamp Program (FSP) and Welfare Client Eligibility (WCE) wage earning data.

These reports may include WCE and FSP wage earning accretions, wage earning data, integrated wage earning data-no match listing, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- IWD 120-1	**3 Years/Audit[1]**	
40- IWD 120-2	**3 Years/Audit[1]**	
40- IWD 150-1	**3 Years/Audit[1]**	
40- IWD 150-2	**3 Years/Audit[1]**	
40- IWD 150-3	**3 Years/Audit[1]**	

40- MBP - MONTHLY BUY-IN PROGRAM

Report is used for accreting buy-in so clients can be eligible for medicare.

These reports may include invalid cross reference keys to resolve clients having the same health insurance claim number. Also, the railroad retirement numbers take precedence over social security before medicare benefits can be determined. In this way, one of the reports will determine if railroad retirement or social security benefits are involved.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MBP 260	**Superseded**	
40- MBP 310	**Superseded**	
40- MBP 320	**3 Months**	
40- MBP 345	**Superseded**	
40- MBP 360	**3 Months**	
40- MBP 370	**3 Months**	

40- MCP - MEDICAL CLAIM PAYMENTS

Reports are out of the claim system known as the Medical Management Information System (MMIS) that deals with Medicaid and Medicare claims.

These reports may include a summary list, claim status reports, pending claims reports, nursing home documents, billing documents, medical claim register, paid medical claims, pending refund adjustments, delete claim listings and Medicare claims adjustments. Also included are inpatient and outpatient claims, claims suspended for internal monitoring, recipient eligibility errors, nursing home turnarounds, edit errors, lock-in recipients, provider errors, home health processing and edit errors, a message transmission file, insurance policy information, joint Medicare-Medicaid claims held for corrections, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MCP 153	3 Years/Audit[1]	
40- MCP 157	3 Years/Audit[1]	
40- MCP 194	3 Years	
40- MCP 211	3 Years	
40- MCP 215	5 years	5 years
40- MCP 223	3 Years/Audit[1]	
40- MCP 244 - Register or Voucher	3 Years/Audit[1]	
40- MCP 244 - Medical	10 Years/Audit[1]	
40- MCP 247	10 Years/Audit[1]	
40- MCP 256A	3 Years/Audit[1]	3 Years/Audit[1]
40- MCP 256B	3 Years/Audit[1]	
40- MCP 256C	3 Years/Audit[1]	
40- MCP 256D	3 Years/Audit[1]	
40- MCP 266	Superseded	
40- MCP 272A	3 Years/Audit[1]	
40- MCP 272B	3 Years/Audit[1]	
40- MCP 277	3 Years/Audit[1]	
40- MCP 280	3 Years/Audit[1]	
40- MCP 290-1		Superseded
40- MCP 290-2		Superseded
40- MCP 294		Superseded
40- MCP 305	3 Years/Audit[1]	
40- MCP 320-L	3 Years/Audit[1]	
40- MCP 320-1	Superseded	
40- MCP 320-2	Superseded	
40- MCP 320-3	Superseded	
40- MCP 320-4	Superseded	
40- MCP 320-5	3 Years/Audit[1]	
40- MCP 325	1 Week	
40- MCP 328	3 Years/Audit[1]	
40- MCP 330	5 Years/Audit[1]	
40- MCP 340	5 Years/Audit[1]	
40- MCP 340-1	5 Years/Audit[1]	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MCP 345	5 Years/Audit[1]	
40- MCP 346	3 Years/Audit[1]	
40- MCP 347	3 Years/Audit[1]	
40- MCP 354	5 Years/Audit[1]	
40- MCP 406A	1 Week	
40- MCP 406B	1 Week	
40- MCP 406C	1 Week	
40- MCP 412		3 Years
40- MCP 415	3 Years/Audit[1]	
40- MCP 505-1	1 Year	
40- MCP 505-2	1 Year	
40- MCP 505-3	1 Year	
40- MCP 505-4	1 Year	
40- MCP 505-5	1 Year	
40- MCP 505-6	1 Year	
40- MCP 511-1	3 Years/Audit[1]	
40- MCP 511-2	3 Years/Audit[1]	
40- MCP 511-3	3 Years/Audit[1]	
40- MCP 511-4	3 Years/Audit[1]	
40- MCP 511-5	3 Years/Audit[1]	
40- MCP 512-1	3 Years/Audit[1]	
40- MCP 512-2	3 Years/Audit[1]	
40- MCP 512-3	3 Years/Audit[1]	
40- MCP 512-5	3 Years/Audit[1]	
40- MCP 515-1	3 Years/Audit[1]	
40- MCP 515-2	3 Years/Audit[1]	
40- MCP 515-3	3 Years/Audit[1]	
40- MCP 515-5	3 Years/Audit[1]	
40- MCP 515-6	3 Years/Audit[1]	
40- MCP 516-1	3 Years/Audit[1]	
40- MCP 516-3	3 Years/Audit[1]	
40- MCP 516-5	3 Years/Audit[1]	
40- MCP 516-6	3 Years/Audit[1]	
40- MCP 516-7	3 Years/Audit[1]	
40- MCP 517	3 Years	
40- MCP 519-1	3 Years/Audit[1]	
40- MCP 519-2	3 Years/Audit[1]	
40- MCP 519-5	3 Years/Audit[1]	
40- MCP 525-1	3 Years/Audit[1]	
40- MCP 525-2	3 Years/Audit[1]	
40- MCP 525-3	3 Years/Audit[1]	
40- MCP 525-4	3 Years/Audit[1]	
40- MCP 525-5	3 Years/Audit[1]	
40- MCP 525-6	3 Years/Audit[1]	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MCP 526 - Weekly/Claim	Superseded	
40- MCP 526 - Monthly/Claim	3 Years/Audit[1]	
40- MCP 526 - Weekly/Provider	Superseded	
40- MCP 526 - Monthly/Provider	3 Years/Audit[1]	
40- MCP 526 - Weekly/Joint	Superseded	
40- MCP 526 - Monthly/Joint	3 Years/Audit[1]	
40- MCP 526 - Weekly/Drugs	Superseded	
40- MCP 526 - Monthly/Drugs	3 Years/Audit[1]	
40- MCP 527	Superseded	
40- MCP 528	3 Years/Audit[1]	
40- MCP 529	3 Years/Audit[1]	
40- MCP 530-1	3 Years/Audit[1]	
40- MCP 530-2	3 Years/Audit[1]	
40- MCP 530-3	3 Years/Audit[1]	
40- MCP 530-4	3 Years/Audit[1]	
40- MCP 530-5	3 Years/Audit[1]	
40- MCP 530-6	3 Years/Audit[1]	
40- MCP 530-7	3 Years/Audit[1]	
40- MCP 530-8	3 Years/Audit[1]	
40- MCP 536-1	Superseded	
40- MCP 536-2	Superseded	
40- MCP 536-3	Superseded	
40- MCP 538	3 Years/Audit[1]	
40- MCP 550	3 Years/Audit[1]	
40- MCP 560	Superseded	
40- MCP 575	Superseded	
40- MCP 647	3 Years/Audit[1]	
40- MCP 775-1	3 Years/Audit[1]	
40- MCP 775-2	3 Years/Audit[1]	
40- MCP 775HH-1	1 Week	
40- MCP 780	3 Years/Audit[1]	
40- MCP 917	3 Years/Audit	

40- MMF - MASTER MAILING FILE

This system creates mailing labels.

These reports may include the addresses of the Clerks of the District Court, the District judges, the County Attorneys and all enforcement agencies in Social Services.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MMF 210-1	**Superseded**	
40- MMF 220-3	**Superseded**	

40- MNF - MEDICAL NON-FEDERAL

Report contains paid medical claims for the month for any medical non-federal clients. This report may contain payments for medical non-federal clients.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MNF 256	**5 Years**	

40- MPS - MEDICAL PROVIDER SUBSYSTEM

Provider name and service number for Title XIX (Medicaid) providers.

These reports may include provider number disregarding provider type, provider name disregarding provider type, numerical order by provider number sorted by provider type and alphabetical order sorted by provider type. Other reports identify Medicaid Title XIX provider sorts by county and provider type and daily changes to the provider master file.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MPS 020A	2 Weeks	
40- MPS 020B	2 Weeks	
40- MPS 020C	2 Weeks	
40- MPS 020D	2 Weeks	
40- MPS 044	Superseded	
40- MPS 060	3 Months	3 Months
40- MPS 114 - Daily	1 Month	
40- MPS 114 - Monthly	3 Years	
40- MPS 119	Superseded	

40- MQC - MEDICAID QUALITY CONTROL

This is a retrospective sampling of paid claims.

These reports may include listings of claims by recipient along with the provider, labels that list recipients addresses, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MQC 350	**4 Years**	
40- MQC 745	**Obsolete**	
40- MQC 746	**Obsolete**	

40- MRS - MANAGEMENT REPORTING SUBSYSTEM

This is the administrative reporting system that reports on Medicaid and Medicare eligibles, recipients and payments.

These reports may include type of medical services, amounts of medical vendor payments, recipients of medical care, and services by provider, long term care cost, and edit reports. Other reports include current and previous year operating costs, county participation analysis, claim payment statistics, financial summary totals, expenditure analysis, 1099 medical list by provider number and amount paid, drug utilization index, provider ranking list, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MRS 095	3 Years	
40- MRS 115-1 - Monthly	3 Years	
40- MRS 115-1 - Annual	10 Years	
40- MRS 115-2 - Monthly	3 Years	
40- MRS 115-2 - Annual	10 Years	
40- MRS 115-3	3 Years	
40- MRS 115-4	3 Years	
40- MRS 115-5	3 Years	
40- MRS 118-1	10 Years	
40- MRS 118-2	10 Years	
40- MRS 120-1 - Monthly	3 Years	
40- MRS 120-1 - Annual	10 Years	
40- MRS 120-2 - Monthly	3 Years	
40- MRS 120-2 - Annual	10 Years	
40- MRS 121-1 - Monthly	3 Years	
40- MRS 121-1 - Annual	10 Years	
40- MRS 121-2 - Paper	3 Years	
40- MRS 121-2 - Microfiche	10 Years	
40- MRS 124	10 Years	
40- MRS 125	10 Years	
40- MRS 127	10 Years	
40- MRS 135-1	10 Years	
40- MRS 135-2	10 Years	
40- MRS 135-3	10 Years	
40- MRS 135-4	10 Years	
40- MRS 135-5	10 Years	
40- MRS 140	3 Years	
40- MRS 140-1	10 Years	
40- MRS 140-2	10 Years	
40- MRS 145-1	10 Years	
40- MRS 145-2	10 Years	
40- MRS 150	3 Years	
40- MRS 152	10 Years	
40- MRS 170	3 Years	
40- MRS 216A	5 Years	
40- MRS 216B	5 Years	
40- MRS 217A	5 Years	
40- MRS 217B	5 Years	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MRS 220A	3 Years	
40- MRS 220B	3 Years	
40- MRS 220C	3 Years	
40- MRS 221A	3 Years	
40- MRS 221B	3 Years	
40- MRS 225	3 Years	
40- MRS 245	Superseded	
40- MRS 247	Superseded	
40- MRS 261	5 Years	
40- MRS 265	Superseded	
40- MRS 269	5 Years	
40- MRS 715	3 Years	
40- MRS 720	3 Years	
40- MRS 725-1	3 Years	
40- MRS 725-2	3 Years	
40- MRS 725-3	3 Years	
40- MRS 725-4	3 Years	
40- MRS 725-5	3 Years	
40- MRS 725-6	3 Years	
40- MRS 725-7	3 Years	
40- MRS 725-8	3 Years	
40- MRS 725-8WR	3 Years	
40- MRS 725-9	3 Years	
40- MRS 725E	3 Years	
40- MRS 730	3 Years	
40- MRS 735-1/2	3 Years	
40- MRS 735-1	3 Years	
40- MRS 735-2	3 Years	
40- MRS 735-3	3 Years	
40- MRS 735-4	3 Years	
40- MRS 735-5	3 Years	
40- MRS 740-1	3 Years	
40- MRS 740-2	3 Years	
40- MRS 740-3	3 Years	
40- MRS 740-4	3 Years	
40- MRS 740-5	3 Years	
40- MRS 745-1	3 Years	
40- MRS 745-2	3 Years	
40- MRS 745-3	3 Years	
40- MRS 755-1	3 Years	
40- MRS 755-2	3 Years	
40- MRS 773	3 Years	
40- MRS 774	10 Years	
40- MRS 780-1	10 Years	
40- MRS 780-2 - Paper	3 Years	
40- MRS 780-2 - Microfiche	10 Years	
40- MRS 783	3 Years	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- MRS 810-1	**10 Years**	
40- MRS 810-2	**10 Years**	
40- MRS 810-3	**10 Years**	
40- MRS 810-4	**10 Years**	

40- NAS - NEBRASKA ACCOUNTING SYSTEM

Warrant registers come from DAS (Department of Administrative Services) and include all of Social Services' accounting warrant registers.

These reports may include a warrant number and date, payee name, federal tax identification number, warrant amount, document number, zip code, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- NAS 480	**10 Years**	

40- NDP - NEBRASKA DISABILITY PROGRAM

State funding for disability clients.

In these reports, state funds may be paid to clients that are ineligible for federal funding during the reporting period. Also, payments may be paid by the state because of ineligibility of clients for funding by the Federal government during the reporting period.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- NDP 110 A1/B1/C1		Superseded
40- NDP 110 A2/B2/C2	5 Years	

40- NEI - NEBRASKA EMPLOYEE INFORMATION

Reports deal with Social Service employee information.

These reports may include information on state and federal tax deductions, social security numbers, health and life insurance benefits and deductions, monthly salaries, warrant and document numbers, name and social security discrepancy information, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- NEI 510	2 Years	
40- NEI 4300	5 Years/Audit[1]	
40- NEI 5600	5 Years/Audit[1]	
40- NEI 6400	5 Years/Audit[1]	

40- PAC - PRICE ADMINISTRATIVE CHARGES

Billing detail and summary for the Department of Social Services.

These reports may incude CDP billing detail, billing summary by work order, billing summary by job code, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- PAC 420	**10 Years**	
40- PAC 430	**10 Years**	
40- PAC 820	**10 Years**	

40- PAE - PUBLIC ASSISTANCE ELIGIBILITY

PAE allows direct input by workers to make grant payments and medical authorizations for clients on AABD, ADC, Refugee, Children and Foster Care programs in the Department of Social Services. The information contained in this system helps Income Maintenance workers trace information for their clients on Public Assistance programs. The PAE System was previously known as WCE and many of the functions and features are the same.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- PAE 250	5 Years	
40- PAE 270-1	5 Years	5 Years
40- PAE 270-2	1 Month	1 Month
40- PAE 545	Superseded	Superseded
40- PAE 560	2 Years	
40- PAE 570	2 Years	
40- PAE 580	2 Years/Audit[1]	
40- PAE 581	2 Years	
40- PAE 584	2 Years	
40- PAE 590	20 Years	20 Years
40- PAE 745	2 Years	2 Years
40- PAE 825	Superseded	

40- PAS - PUBLIC ASSISTANCE STATISTICS

Statistics used by state and federal agencies.

These reports may include caseload listing by county, distribution of money payments, living arrangements by program, number of Aid to Dependent Children (ADC) recipient families receiving payment, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- PAS 210-1	2 Years	2 Years
40- PAS 210-2	2 Years	
40- PAS 220	2 Years	2 Years
40- PAS 250-1	2 Years	
40- PAS 250-2	2 Years	
40- PAS 290	2 Years	
40- PAS 300-1	2 Years	
40- PAS 300-2	2 Years	

40- PRO - PEER REVIEW ORGANIZATION REPORTS

Reports contain the results of the hospital utilization review activity of the Department's contracted Peer Review Organization (PRO).

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- PRO BEC 3622	5 Years	
40- PRO NE 105A	5 Years	
40- PRO NE 105B	5 Years	
40- PRO NE 105C	5 Years	
40- PRO NE 105D	5 Years	
40- PRO NE 363	5 Years	
40- PRO NE 372	5 Years	
40- PRO NE 373	5 Years	
40- PRO NE 400-1	5 Years	
40- PRO NE 404-1	5 Years	
40- PRO NE 408-1	5 Years	
40- PRO NE 408-2	5 Years	
40- PRO NE 456	5 Years	
40- PRO NE 616-1	5 Years	
40- PRO NE 616-2	5 Years	
40- PRO NE 616-3	5 Years	
40- PRO NE 618	5 Years	
40- PRO NE 618-1	5 Years	
40- PRO NE 754	5 Years	

40- QCS - QUALITY CONTROL SAMPLE

Reports include Aid to Dependent Children (ADC) active and negative information, and Medicaid active and negative information.

The AFDC and Medicaid listings provide the sample cases selected for Q.C. review of active and negative action cases in the Aid to Family with Dependent Children (AFDC) and Medicaid program areas. The Medicaid active listing has been superseded by the retrospective sample listing (MQC 350), and is occasionally used as a source for pulling additional sample cases.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- QCS 110 - AFDC Active	**4 Years**	
40- QCS 150 - AFDC Negative	**4 Years**	
40- QCS 180 - Medicaid Negative	**4 Years**	
40- QCS 190 - Medicaid Active	**4 Years**	

40- RES - RESOURCE ENUMERATION SYSTEM

Listing of community resources by resource identification number, alphabetical listing and by category.

These reports indicate information on resources. May include name, address, telephone, county served, ages served, date of entry, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- RES 100A	**Superseded**	**Superseded**
40- RES 100B	**Superseded**	**Superseded**

40- RFS - RECIPIENT FILE SUBSYSTEM

Reports are all contained on Job 65 (Eligibility for Clients) in the Social Service distribution system.

These reports may include Medicaid eligibility files, prior authorizations, Medicare numbers, lock-in information, recipient eligibility, RFS-WCE audit register, insurance turnaround documents, mental retardation in nursing homes, excess income dates, health supplies prior authorizations, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- RFS 049	3 Years	
40- RFS 075	1 Month	
40- RFS 080A	3 Years	
40- RFS 080AC	3 Years	
40- RFS 080R	3 Years	
40- RFS 080-1 - Daily	1 Month	
40- RFS 080-1 - Monthly	5 Years	5 Years
40- RFS 080-2	Superseded	
40- RFS 080-3	Superseded	
40- RFS 112 - Monthly	3 Months	
40- RFS 112 - Annual	6 Months	
40- RFS 215	Superseded	
40- RFS 350		Superseded
40- RFS 380-1	3 Years	
40- RFS 380-2	3 Years	
40- RFS 405-1	3 Years	
40- RFS 405-2	3 Years	
40- RFS 465	7 Years	
40- RFS 490	Superseded	
40- RFS 500	Superseded	
40- RFS 505	Superseded	
40- RFS 510A	Superseded	
40- RFS 510B	Superseded	
40- RFS 510C	Superseded	
40- RFS 680	Superseded	

40- RSS - REFERENCE SUBSYSTEM

Reports deal with Medicaid and Medicare charges, updates, change registers and reimbursements.

These reports may include Medicare lab reimbursements, customary and prevailing charges, economic index base files, integrated data base legends, claims used in charge calculations prevailing, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- RSS 300	7 Years	
40- RSS 306	7 Years	
40- RSS 308	7 Years	
40- RSS 309	7 Years	
40- RSS 310A	7 Years	
40- RSS 311	7 Years	
40- RSS 312	7 Years	
40- RSS 314	7 Years	
40- RSS 330	7 Years	
40- RSS 331	7 Years	
40- RSS 335	7 Years	
40- RSS 552-2	7 Years	
40- RSS 552-4	7 Years	
40- RSS 552-5A	7 Years	
40- RSS 552-7	7 Years	
40- RSS 589	7 Years	
40- RSS 710	7 Years	
40- RSS 740	7 Years	
40- RSS 950	7 Years	
40- RSSONTOK	7 Years	

40- RWT - RETURN WARRANT TRACKING

Report deals with warrants that are returned or held.

This report deals with client welfare payments such as Welfare Client Eligibility (WCE), foster care and aged, blind and disabled payments that had an error when payments were sent out or cancelled.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- RWT 100	1 Year	

40- SDX - STATE DATA EXCHANGE

Reports are concerned with individuals receiving Supplemental Security Income (SSI).

These reports may include state data exchange frozen records, listing of SDX master file by county, state supplement cases and payments, children receiving SSI under the age of 16, deleted listings, unmatched print listings, record source treasury of current record indicators, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SDX 245	Superseded	
40- SDX 290	1 Year	
40- SDX 291	1 Year	
40- SDX 350	1 Year	
40- SDX 420-2	1 Year	
40- SDX 470-1		1 Year
40- SDX 470-2		1 Year

40- SEC - SCREENING ELIGIBLE CHILDREN

Reports deal with Early Periodic Screening, Diagnosis and Treatment (EPSDT) of children.

These reports may include EPSDT recipients that are overdue for screening exams and/or treatment sorted by local office and worker number, including matching address labels. Other reports may provide the number of EPSDT screens by county, number of problems for which treatment was initiated, expenditures related to treatment, newly approved cases, requests for screening, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SEC 135A	Superseded	
40- SEC 135B	Superseded	
40- SEC 135C	Superseded	
40- SEC 143	Superseded	
40- SEC 160	5 Years	

40- SMI - SERVICE MANAGEMENT INFORMATION

Title XX (Social Security Act) information by local offices with district and state summaries.

These reports may indicate the dollars spent for Title XX benefits, type of services, including low-income family day care, meals, chore services, break down information by eligibility category, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SMI 120A	**5 Years**	
40- SMI 120D	**5 Years**	
40- SMI 121A - Monthly/Paper	**1 Year**	
40- SMI 121A - Monthly/Microfiche	**10 Years**	
40- SMI 121A - Quarterly/Paper	**1 Year**	
40- SMI 121A - Quarterly/Microfiche	**10 Years**	
40- SMI 121A - Annual/Paper	**1 Year**	
40- SMI 121A - Annual/Microfiche	**10 Years**	
40- SMI 121D - Paper	**1 Year**	
40- SMI 121D - Microfiche	**10 years**	
40- SMI 125	**1 Year**	

40- SSL - SOCIAL SERVICES LICENSING

Notification reports to staff regarding licensing of facilities.

These reports may include foster care compliance review reports, license expirations past due, day care spot checks by local office staff, error reports, currently licensed facilities, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SSL 020-1	Superseded	
40- SSL 020-2	Superseded	
40- SSL 020-3	Superseded	
40- SSL 020-5	Superseded	
40- SSL 020-6	Superseded	
40- SSL 021	Superseded	
40- SSL 023	Superseded	
40- SSL 024	Superseded	
40- SSL 025	Superseded	
40- SSL 030	5 Years	
40- SSL 030-1	5 Years	5 Years
40- SSL 030-2	5 Years	5 Years
40- SSL 030-3	5 Years	5 Years
40- SSL 030-4	5 Years	5 Years
40- SSL 030-5	5 Years	5 Years
40- SSL 030-6	5 Years	5 Years
40- SSL 030-7	5 Years	
40- SSL 090	5 Years	
40- SSL 095	5 Years	

40- SUR - SURVEILLANCE AND UTILIZATION REVIEW

Reports track patient or provider history by computer.

These reports are used in the management of provider or client cases, and may include provider or client payment history, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SUR 110	3 Years	
40- SUR 120 - Daily	Superseded	
40- SUR 120 - Weekly/Monthly/Quarterly	3 Years	
40- SUR 290A	3 Years	
40- SUR 290B	3 Years	
40- SUR 320	3 Years	
40- SUR 420A	3 Years	
40- SUR 420B	3 Years	
40- SUR 430A	3 Years	
40- SUR 430B	3 Years	
40- SUR 440A	3 Years	
40- SUR 440B	3 Years	
40- SUR 445A	3 Years	
40- SUR 450	3 Years	
40- SUR 450A	3 Years	
40- SUR 450B	3 Years	
40- SUR 450C	3 Years	
40- SUR 450D	3 Years	
40- SUR 460A	3 Years	
40- SUR 520A	3 Years	
40- SUR 520B	3 Years	
40- SUR 525A	3 Years	
40- SUR 530	3 Years	
40- SUR 530A	3 Years	
40- SUR 530B	3 Years	
40- SUR 530C	3 Years	
40- SUR 530D	3 Years	
40- SUR 535A	3 Years	
40- SUR 537A - Daily	Superseded	
40- SUR 537A - Request	3 Months	
40- SUR 537B - Daily	Superseded	
40- SUR 537B - Request	3 Months	
40- SUR 540	Superseded	
40- SUR 560A	3 Years	
40- SUR 560B	3 Years	
40- SUR 565	3 Years	
40- SUR 565A	3 Years	
40- SUR 565B	3 Years	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SUR 610	3 Years	
40- SUR 610A	3 Years	
40- SUR 640	3 Years	
40- SUR 640A	3 Years	
40- SUR 670	3 Years	
40- SUR 670A	3 Years	
40- SUR 688A - Daily	Superseded	
40- SUR 688A - Request	3 Months	
40- SUR 688C	3 Months	
40- SUR 690A	3 Months	
40- SUR 690B	3 Years	
40- SUR 690C	3 Years	
40- SUR 692	Superseded	
40- SUR 693	Superseded	

40- SVP - SERVICE VENDOR PAYMENT SYSTEM

This is the data system for Title XX (Social Security Act) which includes eligibility, payment and demographic information on Title XX clients.

These reports may include Title XX client demographics, worker caseload provider and payment information, cost and statistical report, client renewal notifications, monitoring printouts used to recognize errors in service authorization, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SVP 048	Superseded	Superseded
40- SVP 061	Superseded	Superseded
40- SVP 070	Superseded	Superseded
40- SVP 072	Superseded	Superseded
40- SVP 076	Superseded	Superseded
40- SVP 096	2 Months	2 Months
40- SVP 140	1 Week	
40- SVP 161	1 Week	
40- SVP 188	Superseded	
40- SVP 242 - Daily	1 Week	
40- SVP 242 - Weekly	Superseded	
40- SVP 246	Superseded	
40- SVP 281	1 Week	
40- SVP 296	1 Week	
40- SVP 310	1 Week	
40- SVP 341	Superseded	Superseded
40- SVP 370	Superseded	
40- SVP 395	Superseded	
40- SVP 481	Superseded	
40- SVP 525	1 Year	
40- SVP 526	1 Year	
40- SVP 527	1 Year	
40- SVP 531	1 Year	1 Year
40- SVP 536	1 Year	1 Year
40- SVP 540A	1 Year	1 Year
40- SVP 540B	1 Year	1 Year
40- SVP 540C	1 Year	
40- SVP 540D	1 Year	1 Year
40- SVP 541	1 Year	1 Year
40- SVP 545	4 Years	4 Years
40- SVP 552A	Superseded	
40- SVP 552B	Superseded	
40- SVP 557A	Superseded	
40- SVP 557B	Superseded	
40- SVP 558	Superseded	
40- SVP 563	Superseded	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SVP 572A	Superseded	
40- SVP 572B	Superseded	
40- SVP 594A - aka SVP 188	Superseded	Superseded
40- SVP 594B - aka SVP 188	Superseded	Superseded
40- SVP 594C - aka SVP 188	Superseded	Superseded
40- SVP 635	Superseded	
40- SVP 660	Superseded	
40- SVP 675	Superseded	
40- SVP 741	Superseded	
40- SVP 776	Superseded	
40- SVP 779	Superseded	
40- SVP 791	Superseded	Superseded
40- SVP 792	Superseded	Superseded
40- SVP 792-2		Superseded
40- SVP 811	Superseded	
40- SVP 816	Superseded	
40- SVP 856	Superseded	

40- SWI - STATEWIDE INVENTORY

File of all inventory in the State Department of Social Services.

These reports may include updates of inventory, cost and analysis reports, delete reports, depreciation reports, complete equipment reports, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- SWI 125	Superseded	
40- SWI 130-1	Superseded	
40- SWI 130-2	Superseded	
40- SWI 130-3	Superseded	
40- SWI 140-1	Superseded	
40- SWI 140-2	Superseded	
40- SWI 180-2	Superseded	
40- SWI 180-3	Superseded	

40- TMS - TERMINAL MANAGEMENT STATISTICS

This is a list of CICS transactions by terminal per month.

This report may include the terminal identification number, description of the messages-in and out by elapsed time, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- TMS 050	**Superseded**	

40- WCE - WELFARE CLIENT ELIGIBILITY

Medical and warrant assistance reports for aged, blind and disabled (ABD), aid to dependent children (ADC), and foster care for clients receiving grant payments.

These reports may include an alpha index, grant payment vouchers, consolidated warrant list, zip codes with lock-in, case/client income maintenance reviews, audit request records, income maintenance eligibility, minimal and unborn payments, refugee warrants, consolidated payment history, cancellations and refunds error listing, eligibility time intervals and approved, rejected, and pending cases, state ward billings, two-year old warrant write off reports, monthly report from case listing, etc.

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- WCE 225 - Paper	Superseded	Superseded
40- WCE 225 - Microfiche	1 Year	1 Year
40- WCE 250	5 Years	
40- WCE 255-1	Superseded	
40- WCE 255-2	Superseded	
40- WCE 255-3	Superseded	
40- WCE 270-1	5 Years	5 Years
40- WCE 270-2	1 Month	1 Month
40- WCE 271	5 Years	
40- WCE 325-2	Superseded	
40- WCE 325-3	Superseded	
40- WCE 336-1 - Daily	1 Month	
40- WCE 336-1 - Monthly	Superseded	
40- WCE 410	Superseded	
40- WCE 545 - Case/Client	Superseded	Superseded
40- WCE 555	1 Month	
40- WCE 580	2 Years	
40- WCE 581	2 Years	
40- WCE 582-1	5 Years	
40- WCE 582-2	5 Years	
40- WCE 582-3	5 Years	
40- WCE 582-4	5 Years	
40- WCE 582-5	5 Years	
40- WCE 582-6	5 Years	
40- WCE 590	20 Years	20 Years
40- WCE 635	5 Years	
40- WCE 650	5 Years	5 Years
40- WCE 720-1	Superseded	
40- WCE 720-2	Superseded	
40- WCE 745	2 Years	2 Years
40- WCE 745-1	2 Years	2 Years
40- WCE 745-2	Superseded	Superseded
40- WCE 751	10 Years	
40- WCE 780-1	5 Years	

Items	Central Office (Disposition)	Local/District Office (Disposition)
40- WCE 785-1	5 Years	
40- WCE 785-2	5 Years	
40- WCE 804X	1 Month	
40- WCE 825	Superseded	
40- WCE 850	5 Years	
40- WCE 980	3 Months	
40- WCE 2030	3 Years	
40- WCE 2150	Superseded	
40- WCE 2270	Superseded	
40- WCE 3010	Superseded	
40- WCE 3020	Superseded	
40- WCE 3030	Superseded	
40- WCE 3031	Superseded	
40- WCE 3040	Superseded	

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.