



# 1510-1 Case File Retention/Archive/Distruction

<b>Supersedes:</b>	TANF, FMA, and MA 1510-1 (01/01/04); FS (04/01/04)
<b>References:</b>	7 CFR 272.1(f); 42 CFR 431.17(c) and ARM 37.78.102 , ARM 37.82.101
<b>Overview:</b>	<p><u>GENERAL RULE</u>—Accurate case files/DMS files must be maintained to ensure all required documentation is available for future reference in accordance with State and Federal regulations</p> <p><b>NOTE:</b> Closed case files must also be evaluated and documents destroyed as allowed by policy.</p>
<b>PRIMARY ORIGINAL RECORDS</b>	<p>Primary original records must be retained for seven <b>full federal fiscal years</b> (i.e., October 1, 2002 through September 30, 2009). Some documents must be retained longer as indicated later in this manual section.</p> <p>Primary original records are original information:</p> <ol style="list-style-type: none"> <li>1. Generated or created during the application or maintenance process; and,</li> <li>2. Not otherwise easily retrieved (i.e., application, budget sheets used to determine manually calculated over issuance amounts, etc.)</li> </ol>
<b>PERMANENT RECORDS</b>	<p>Documents listed as filed in the permanent records section of the case file(see section 1511-1 “Case File Organization”), which are not otherwise listed in this section, must be retained for three federal fiscal years from the date the case closed. (See above for federal fiscal year span.)</p> <p><b>NOTE:</b> Some items in the permanent records section are not to be destroyed even after three federal fiscal years of closure.</p>
<b>OTHER RECORDS</b>	<p>Other materials containing information relative to eligibility for TANF, that are not mentioned elsewhere in this section, must be summarized and recorded on the appropriate screens and in case notes. If a hard copy is provided it should be copied and included in the case record.</p> <p>When either (visual verification) or (client statement) are used as the verification case note should include complete details such as (but not limited to) identification of material and content (i.e., date, check number, receipt number, dollar amounts, signatory).</p> <p>When either visual verification or client statement are used as the verification case notes should include complete details such as (but not limited to) identification of material and content (i.e., date, check number, receipt number, dollar amounts, signatory).</p> <p>When the <b>Hard copy verification</b> listed for income, resource or expense/deduction, the verification must be kept in the file for <u>seven</u> federal fiscal years from date of receipt.</p>

	<b>NOTE:</b> It is a best practice to retain resource and income verification that is not readily obtained by the participant (i.e., trust funds, contract for deeds, life estates, annuities, retirement accounts, etc.) for <u>seven federal fiscal years after case closure.</u>
<b>RECORDS RETAINED FOR SEVEN YEARS</b>	Documents not otherwise mentioned in this manual section, (state forms, non-professional screening & assessments, etc.), are retained seven full federal fiscal years from the date of receipt and then destroyed.
Date Revised	January 1, 2013