

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

### **2003018 Audit Files - Single Audit Act Sub-Recipients**

Reviewed: 04/30/2003

Description: This record series documents the audits of sub recipients performed by independent auditing firms under the requirements of "the Single Audit Act" 31 USC s.7501 et. seq. They are used for review and information retrieval by this office. The files may include audit work papers, draft reports, audit reports, related correspondence, and similar documents.

Retention: Retain for five (5) federal fiscal years from the end of the fiscal year in which the audit was completed and all audit issues resolved.

Disposition: Destroy Securely

### **2003020 Audit Files - Single Audit Act Vendors**

Reviewed: 04/30/2003

Description: This record series is used to document the audits of vendors performed by independent auditing firms under the requirements of "the Single Audit Act" 31 USC s.7501 et. seq. They are used for review and information retrieval purposes by this office. The files may include audit work papers, draft reports, audit reports, related correspondence, and similar documents.

Retention: Retain for five (5) federal fiscal years from the end of the fiscal year in which the audit was completed and all audit issues are resolved, whichever occurs later.

Disposition: Destroy Securely

### **2003021 Audit Reports - Single Audit Act Agency**

Reviewed: 04/30/2003

Description: This record series is used to document the audits of all grant funds received by the Welfare Division, performed by an independent auditing firm under the requirements of "the Single Audit Act" 31 USC s.7501 et. seq. They are used for review and information retrieval purposes by this office. The files consists of bound audit reports with related correspondence.

Retention: Retain for five (5) federal fiscal years from the end of the fiscal year in which the audit was completed and all audit issues are resolved, whichever occurs later.

Disposition: Destroy Securely

### **2006186 Budget and Statistics Computer Reports**

Reviewed: 11/08/2006

Description: This record series contains reports printed either on a regular basis or upon request and used as a source to complete state and federally required reports. The files may include computer generated reports: WL-00480B, WL00469 (1-15), FNS-101 Food Stamps, Participation in Food Stamp Programs - by Race, FNS-366(B) Food Stamp Program Activity Statement, FNS-388 Food Stamp Coupon Issuance and Participation Estimates, Monthly Food Stamp Utilization After Reconciliation, County Food Stamp Distribution After Reconciliation and Child Welfare Services, Caseloads Projections for MAABD (Medical Aid to the Aged, Blind and Disabled) & TANF (Temporary Aid to Needy Families) & Food Stamps & Child Support Enforcement, Social Services Monthly and Annual Caseload for Child Welfare, WL40411 State Welfare Report by County-Child Welfare, WL00413 Listing of AFDC Children (5-17) by County, WL00417 QC Sampling Report, WL40417 QC Sampling Report-Child Welfare, WLOO424 Housing Report, WL00425 Elig/Code 'P' Participants, WL00427 CO Case/Person Count, WL00432 Las Vegas Area Case Count, WL00434 ESR Welfare County Demographic, WL00702A Aid Code 42 Conversion to 45/46 (Summary), WL-00702B Aid Code 42 Conversion to 45 (State-wide Detail), WL00770 Eligibility and Payments Monthly Transactions, WL-60040A Active Case Sample, WL-60103-388 Estimation Report, WL-60215P New Case Listing, WL-60245B QC Negative Sample-CO, WL-60245C QC Negative Sample-FSO, WL-60255 Management Evaluation Sample Pull, wl-60366, 366B Report, and others.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

### **2003022 Contract and Grant Processing and Tracking Files**

Reviewed: 04/30/2003

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

Description: This record series consists of files set up for processing and tracking of division contracts and grants, other than Medicaid provider contracts. The files may contain copies of the contracts, indexes, printed lists, related correspondence, memos, and similar documentation.

Retention: Retain only for as long as administratively useful. It is recommended that these records be retained no longer than three (3) years.

Disposition: Destroy

### **2003023 Credit Cards Management Files**

Reviewed: 04/30/2003

Description: This record series is used to issue, monitor and control credit cards to division staff. The files may contain; request for card, determination of provision, distribution, related correspondence, notices and reports from credit card vendor, memos and similar documentation.

Retention: Retain for three (3) federal fiscal years from end of the fiscal year in which the file was closed.

Disposition: Destroy Securely

### **2003029 Divisional Information and Procedures (DIPS): Masters and History**

Reviewed: 05/21/2003

Description: This record series consists of copies of numbered releases of Divisional Information and Procedures (DIPS). These are policies and procedures that are being initiated and reviewed before formal incorporation into a policy and procedure manual. The files include proposed DIPS, notes on history, correspondence related to effectiveness of or changes needed, and similar documents.

Retention: Retain for six (6) calendar years from date of expiration.

Disposition: Destroy Securely

### **2003024 Equipment Maintenance Files**

Reviewed: 04/30/2003

Description: This record series is used to control maintenance of office equipment. The files may contain: copies of maintenance agreements and contracts for small office equipment (copy machines, printers, etc.), related correspondence, memos, equipment transfer documentation, excess property disposition and similar documents.

Retention: Retain records for three (3) federal fiscal years from the end of the fiscal year in which the item was disposed of by the agency.

Disposition: Destroy

### **2003025 Facility Management Files**

Reviewed: 04/30/2003

Description: This record series is used to monitor and control activities relating to facilities utilized by the Welfare Division for administrative and program purposes. The files may contain copies of leases, agreements, contracts, owner/leaser correspondence, reports (on building conditions, maintenance, activities, etc.), complaints, resolution of complaints and similar documentation. Note: these records are not to be confused with the "Lease Files" found elsewhere on this schedule (see RDA 2003026).

Retention: Retain records for three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

### **2003014 Food Stamp Program Reports**

Reviewed: 05/21/2003

Description: This record series consists of periodic reports on the Food Stamp Program used to prepare statistical and programmatic reports. The reports may include: WL 60103-101 Reconciliation Report - Ethnic, WL 60103-256 Monthly Report of Part/Form FNS-256, and WL 60103-388 388 Estimation Report.

Retention: Retain for as long as administratively useful. It is recommended that these reports be retained for no longer than three (3) years.

Disposition: Destroy Securely

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

### **2003031 Forms index**

Reviewed: 05/21/2003

Description: This record series is an index of active and obsolete forms. The index is searchable by number and by form name. The information exists in paper and electronic formats.

Retention: Retain until superseded by a new index.

Disposition: Destroy

### **2003030 Forms Production History**

Reviewed: 05/21/2003

Description: This record series consists of a log of forms showing amounts printed and for what program. It is the history of production and usage and is used to produce statistical reports and gather information about forms usage.

Retention: Retain for as long as administratively useful. It is recommended that the records be retained no more than three (3) years.

Disposition: Destroy

### **2003032 Forms: History file**

Reviewed: 05/21/2003

Description: This record series consists of the history file for current and superseded versions of Welfare forms. The history file contains: Form Release Memos (FRMs), instructions, notes, superseded versions and related documents.

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year in which the form was superseded.

Disposition: Destroy

### **2003033 Forms: Masters**

Reviewed: 05/21/2003

Description: This record series consists of the current paper and electronic format masters for all Welfare Division forms, arranged numerically. Superseded versions are transferred to history files.

Retention: Retain current forms masters until superseded. Superseded forms are transferred to History files.

Disposition: Destroy

### **2003117 Hearing Report**

Reviewed: 10/08/2003

Description: This record series consists of an annual statistical report on hearings for the Food Stamp Program sent to the Budget and Statistics Section of the Welfare Division. It includes number pending from prior year, requests received during year, disposed of during year and pending at year end. It may also contain selected data on requests disposed of including agency action, hearing decision, principal issue, grant amount, time elapsed between request and implementation, number of representatives of claimant during hearing process, and number of hearing examiners.

Retention: Retain for a period of three (3) federal years from the end of the federal fiscal year to which they pertain.

Disposition: Destroy

### **2003118 Hearings Monthly Report**

Reviewed: 10/08/2003

Description: This records series is prepared for internal management use and collection of data for federal reporting. It consists of a monthly report enumerating the number of hearing requests received, scheduled, agency action, disposition, principal issue, time between request and decision, number of claimant representation at hearing, and requests denied for the TANF (Temporary Aid to Needy Families), MAABD (Medical Assistance to the Aged, Blind and Disabled), EAP ((Energy Assistance Program), State Child Care, Senior RX and Employment and Training Programs. The report goes to the Accounting Office of the Welfare Division for cost allocation and federal statistical reporting purposes.

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

Retention: Retain for a period of three (3) federal fiscal years from the end of the federal fiscal year to which they pertain.  
Disposition: Permanent: Transfer to State Archives

### **2003120 Hearings Record: Fair Hearings Files**

Reviewed: 10/08/2003

Description: This records series is used to document the administration of the Fair Hearings held for the Food Stamp, TANF, MAABD, Child Care, LIHEA, Employment & Training and Senior RX programs in accordance with 42 USC s.1396a (a)(3), 7 CFR 273.15, 45 CFR 205.5 & 205.10, NRS 422.276 et. Seq. and the Part 3100 of the Administrative Manual of the State Welfare Division. The files may consist of: "Request for Administrative Hearing" form, associated correspondence, exhibits, decision letter, log of contacts (Hearing Officer), transcript of hearing and similar documents.

Retention: Retain this record series for a period of six (6) calendar years from the end of the calendar year in which the final determination of the hearing was made.

Disposition: Destroy Securely

### **2003119 Hearings Record: Intentional Program Violation (IPV) Files**

Reviewed: 10/08/2003

Description: This records series is used to document the administration of the Intentional Program Violation (IPV) Hearings held for the Food Stamp, TANF (Temporary Aid to Needy Families), MAABD (Medical Assistance to the Aged, Blind and Disabled), Child Care, EAP (Energy Assistance Program) and Employment & Training (E&T) programs in accordance with 7 CFR 273.16, NRS 422.276 et. Seq. and Part 3100 of the Administrative Manual of the State Welfare Division. The files may consist of: "Request for Administrative Disqualification Hearing" form, associated correspondence, exhibits, decision letter, log of contacts (Hearing Officer), transcript of hearing and similar documents.

Retention: Retain for a period of forty-five (45) calendar years from end of the calendar year in which the decision was rendered.

Disposition: Destroy Securely

### **2003026 Lease Files**

Reviewed: 04/30/2003

Description: This record series used to process and track leases made by the Division. The files may contain: leases, amendments, related correspondence and similar documents.

Retention: Retain records for six (6) federal fiscal years from the end of the fiscal year in which the lease was terminated.

Disposition: Destroy Securely

### **2003015 Library Reports**

Reviewed: 05/21/2003

Description: This record series consists of print-outs of certain Welfare reports and stored for reference purposes. The series may include a portion of the reports prepared by the following sections: Accounting, Assistance Payments, Budget, Contracts, District Offices, Investigations, Support Enforcement, and Westernization. The reports may cover programs for Child Welfare, Food Stamps, Child Support, Temporary Aid to Needy Families, Child Abuse and Neglect, Public Assistance Administration, and Social Services.

Retention: Retain only for as long as administratively useful. It is recommended that these records be retained no longer than six (6) years from the date of printing.

Disposition: Destroy Securely

### **2003034 Log and copies of State Printer Orders**

Reviewed: 05/21/2003

Description: This records series is used to administer and control print orders for forms sent to the State Printer. The file consists of a log of and originator's copy of orders placed with the State Printer.

Retention: Retain for one (1) fiscal year from the end of the fiscal year to which they pertain.

Disposition: Destroy

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

### **2003121 Monthly Welfare Hearings**

Reviewed: 10/08/2003

Description: This records series is used to report to the program officer the current situation concerning hearings. The report is created monthly and lists the number of hearings pending, requests received, hearings held, requests disposed of, decisions rendered, and hearings pending at end of month.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the federal fiscal year to which they pertain.

Disposition: Destroy

### **2012003 Nevada Check-Up Files: Approved**

Reviewed: 08/14/2013

Description: These records document services provided to Nevada Check-Up recipients (The Children's Health Insurance Program, see NRS 422.270 et seq.). The record may consist of, but is not limited to: Applications with supporting documentation (copies of birth certificates, Social Security Cards, etc.); Financial worksheets; Notice of decision on coverage; Claims with related documentation; Related correspondence; etc.

Retention: Retain these records for a period of six (6) calendar years from the date the recipient no longer is provided with services.

Disposition: Destroy Securely

### **2012004 Nevada Check-Up Files: Denied**

Reviewed: 08/14/2013

Description: These records document applications for the Nevada Check-Up Program that have been denied (See NRS 422.3045). The record may consist of, but is not limited to: Applications with supporting documentation (copies of birth certificates, Social Security Cards, etc.); Financial worksheets; Notice of decision on coverage; Copies of hearing documentation; Related correspondence; etc.

Retention: Retain these records for a period of three (3) calendar years from the date of denial.

Disposition: Destroy Securely

### **2012005 Nevada Check-Up Files: Incomplete and/or Withdrawn**

Reviewed: 08/14/2013

Description: These records document applications for the Nevada Check-Up Program were incomplete or withdrawn. The record may consist of, but is not limited to: Applications with supporting documentation (copies of birth certificates, Social Security Cards, etc.); Related correspondence; etc.

Retention: Retain these records for a period of one (1) calendar year from the date of receipt of the application.

Disposition: Destroy Securely

### **2003035 Policy and Procedure Manuals: History file.**

Reviewed: 05/21/2003

Description: This record series is used to document the changes made to divisional policy and procedure manuals. The file consists of: superseded pages, Manual Transmittal Letter (MTL) and supporting documentation.

Retention: Retain for a period of six (6) calendar years from the date the policy was superseded.

Disposition: Destroy

### **2003036 Policy and Procedures Manuals: Masters**

Reviewed: 05/21/2003

Description: This record series documents the most current version of Welfare Division policy and procedures manuals as authorized by NRS 422.222, and are also used to make copies. The paper copy is considered the original, but copies can be made from an electronic version.

Retention: Retain current masters until superseded and then transfer superseded masters to "Policy and Procedures Manuals: History Files."

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

Disposition: Destroy

### **2003037 Print Shop Work Orders**

Reviewed: 05/21/2003

Description: This record series documents the in-house Welfare Division print shop work orders made for forms. The file consists of "Print Shop Work Order" form 1002-MOC.

Retention: Retain for one (1) fiscal year from the end of the fiscal year to which they pertain.

Disposition: Destroy

### **2003038 Production Reports**

Reviewed: 05/21/2003

Description: This records series is used to report, on a monthly basis, the production statistics of material printed, forms processed and memos and letters produced. This report is kept electronically as well as in printed paper format. The report goes to Audit and Contract Services for monitoring purposes. Information includes: listed work orders processed, average turn around time, number of memos processed, number of forms processed, number of State Printing work orders processed and similar information.

Retention: Retain for one (1) fiscal year from the end of the fiscal year to which they pertain.

Disposition: Destroy

### **2003039 Publication Orders**

Reviewed: 05/21/2003

Description: This record series is used by District Offices to request printing of forms and/or publications. This information from these forms is placed onto the work order control log. The file consists of "Publication Order" form 1010-MG.

Retention: Retain for as long as administratively useful. It is recommended that this record be retained no longer than three (3) months [90 days].

Disposition: Destroy

### **2008038 Recordings of Abandoned IPV Hearings**

Reviewed: 11/12/2008

Description: These records consist of the recordings of IPV (Intentional Program Violation) hearings that have been abandoned as required by the Welfare Division Administrative Manual 3102.16 (A). Each hearing is recorded and the date, time, and duration noted as a summary within the paper file.

Retention: Retain these records for a period of six (6) calendar months from the date of decision.

Disposition: Destroy Securely

### **2003122 Recordings of IPV Hearings**

Reviewed: 11/12/2008

Description: These records consists of the recordings of IPV (Intentional Program Violation) hearings as required by the Welfare Division Administrative Manual 3102.16 (A). Each hearing is recorded and the date, time, and duration noted as a summary within the paper file.

Retention: Retain these records for a period of twelve (12) calendar years from the end of the calendar year in which the decision was rendered.

Disposition: Destroy Securely

### **2003123 Tape Recordings of Hearings: Fair Hearings**

Reviewed: 10/08/2003

Description: This records series consists of the tape recordings of Fair Hearings as required by the Welfare Division Administrative Manual 3102.16 (A). Each hearing is recorded and the date, time, and duration noted as a summary within the paper file.

Retention: Retain for a period of six (6) calendar years from the end of the calendar year in which the decision was

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

rendered.

Disposition: Destroy Securely

### **2006171 Welfare Federal Reports, Accounting**

Reviewed: 11/08/2006

Description: This record series documents the preparation and transmittal of periodic Federal reports. These may include: FNS-209 Food Stamps Status of Claims Against Households, FNS-250 Food Stamps Coupon Accountability Report, FNS-256 Participation and Coupon Issuance Report, FNS-259 Food Stamp Mail Issuance Report, FNS 366 (A) Food Stamp Program and Budget Summary Statement and Program Activity Report, FNS-388 Food Stamps Project Area Participation & Issuance Report, OCSE-131 Quarterly Report of Expenditures and Estimates, SF-269 Financial Status Reports for TANF & Food Stamps & Public Assistance Admin. & State and Local Training and Work Incentive Program, SAA-65 TANF Quarterly Estimate of Expenditure, SAA-125 TANF State Agency Statement of Financial Plan and SSA-4972 Report of Overpayment Recoveries, and similar reports with related correspondence & notes.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

### **2003040 Welfare Handbooks: History file**

Reviewed: 05/21/2003

Description: This records series is used to document the changes made to the Handbooks that aid welfare staff in the computer application of Division policy and procedure. The files contain superseded pages from the masters of the Welfare Handbooks and supporting documentation.

Retention: Retain superseded pages for six (6) calendar years after the policy or regulation is superseded.

Disposition: Destroy Securely

### **2003041 Welfare Handbooks: Masters**

Reviewed: 05/21/2003

Description: This records series consists of the masters for Welfare Handbooks. It is used to document the most current internal policies and procedures for staff. The files contain a paper original of the policy and procedures.

Retention: Retain current masters until superseded and then transfer superseded masters to the History files.

Disposition: Destroy Securely

### **2006172 Welfare System Reports, Accounting**

Reviewed: 11/08/2006

Description: This record series consists of periodic computer generated reports used by the Accounting Section of the Welfare Division in preparing and checking the accuracy of other state and Federal financial reports.. The series may include: WL0000 Medical Certificates, WL00415 Weekly Payroll Register, WL00416 Weekly Number of Claims, WL00452 A&B Weekly Medical Certificate Register, WL00453 Weekly and Monthly Control Totals, WL00730 Monthly Payroll Register, WL 50201 Buy-in Breakdown by County, Premium Data for XX, and similar reports all with related correspondence. Note: these legacy reports have been taken over by NOMADS and will cease to exist in about three fiscal years (7/1/2006).

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

### **2006173 Welfare System Reports, Food Stamps**

Reviewed: 11/08/2006

Description: This record series consist of periodic computer generated reports used by Welfare Accounting in producing financial and other reports. The series may include: WL-60011A Food Stamp Exception Report, WL-60100 FNS Report (250), WL-60101-A&B Monthly Issuance Register, WL-60116C FNS 259 report,; WL-60103-101 Reconciliation Report - Ethnic Report, WL-60103-256 Monthly Report of Part/Form FNS-256, WL-60103-388 & 388 Estimation Report, WL-60116D Reconciliation Report -- County Issuance Totals, WL-60116F Returned Coupons Listing, WL-60116H M Reissues, WL-60209 All Reports and similar reports all with related

## State of Nevada WSS: Administrative Services

Version Date: 2/28/2014

correspondence. Note: these legacy reports have been taken over by NOMADS and will cease to exist in about three fiscal years (7/1/2006).

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely