



This schedule applies to: Social Services Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the function of providing social services. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGGRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "SS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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For assistance and advice in applying this records retention schedule,

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please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



1. Social Services

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-08 Rev. 0	CLIENT CASE FILES (SUPPORT SERVICES) Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth & family, women's, veterans and housing. Case files document the support services provided and participation in the program.	Retain for 6 years after case closed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
SS50-25-02 Rev. 0	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) <i>Note: Reference RCW 4.16.350.</i>	Retain for 8 years after case closed and 3 years after individual reaches age 18 then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-03 Rev. 0	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) <i>Note: Reference RCW 4.16.350.</i>	Retain for 10 years after case closed then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-04 Rev. 0	FACILITIES INSPECTIONS AND CERTIFICATIONS	Retain for 6 years after superseded or terminated then Destroy.	NON-ARCHIVAL ESSENTIAL OPR
SS50-25-05 Rev. 0	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDINGS COMPLETED AND CASE CLOSED) <i>Note: Reference RCW 4.16.350.</i> <i>Note: The official court record is retained permanently by the Superior Court in accordance with the County Clerk and Clerk of the Superior Court Records Retention Schedule.</i>	Retain for 10 years after case closed then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
SS50-25-07 Rev. 0	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES	Retain for 2 years after report submitted <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

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