

Mike McCormick

Authorized signatureNumber: APD-AR-16-052Issue date: 7/18/2016Topic: OtherDue date:Subject: Retention of AAA/APD Case Files**Applies to (check all that apply):**

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: Effective July 1, 2016, all AAA and APD consumer case files will have a 15-year retention period. This change is being made to ensure relevant consumer documents are available to the Estates Administration Unit when an estate recovery is possible or to the Overpayment Writing Unit when information is needed to write an overpayment.

Local office staff will continue to scan documents from the current year and one prior year into EDMS and older documents not needed for current eligibility will be paper-archived and sent to the IRMS warehouse for the remainder of the retention period.

Staff must assign a destruction date on the box label of the paper-archived case files equal to 15 years from the date of the most recent documents in the archive box. For example, if an archive box holds files from August of 2011 thru May 2014, the destruction date on the box label should be 5/31/2029. Be sure to narrate the accession number assigned by IRMS in Oregon ACCESS.

Documents held electronically in EDMS will be destroyed no earlier than 15 years from the Received Date of the scanned documents.

Retention periods for records other than consumer case files have not changed. Refer to the [Field Support Assistance Manual](#) (FSAM) Section V.C. Retention for more

information.

Reason for action: This action is being taken to ensure documents are available to OPAR staff for the purpose of recovery.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Policy and APD Operations

If you have any questions about this action request, contact:

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