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P-2112

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P-2112 Disposition of Source Records

This procedure governs the disposition of source records for the Application and Document Processing Center (ADPC).

A. Definitions

1. “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
2. “Electronic record” means a record created, generated, sent, communicated, received, or stored by electronic means.
3. “Source record” means the original document from which an electronic record is created.

B. Destruction of Source Records

The source record for any electronic record created by the ADPC may be destroyed (shredded) 60 days from the date the electronic record is created, unless the source record should be returned to the client according to subsection (C) below.

NOTE: Electronic records must be retained according to the Economic Services Division Record Schedule.

C. Exceptions

If the ADPC receives original vital documents (e.g., birth certificates, social security cards), original identifying documents (e.g., driver’s license, passport), or any other essential original document (e.g., private health insurance cards, diplomas, professional licenses), the ADPC must send the original document back to the client immediately after creating a copy of the document.

NOTE: Health insurance cards issued by the State and EBT cards will *not* be returned to clients.