

STATE OF VERMONT
AGENCY OF HUMAN SERVICES

DCF

Department for Children and Families

FROM:  Sean Brown, Deputy Commissioner
Economic Services Division

BULLETIN NO.: 14-28

DATE: November 13, 2014

SUBJECT: All Programs Procedures

CHANGES ADOPTED EFFECTIVE 11 /1 /2014

INSTRUCTIONS

- Maintain Manual - See instructions below.**
- Proposed Regulation - Retain bulletin and attachments until you receive Manual Maintenance Bulletin: _____**
- Information or Instructions - Retain until _____**

MANUAL REFERENCE(S):

P-2112

The purpose of this bulletin is to establish a policy for the disposition of source records received by the Application and Document Processing Center (ADPC).

Manual Maintenance

All Programs Procedures

Remove

None

Insert

P-2112 (14-28)

11/1/2014

Bulletin No. 14-28

P-2112

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.