

RETENTION SCHEDULE FOR THE COUNTY OF SONOMA DEPARTMENT OF CHILD SUPPORT SERVICES											
DEPARTMENT	ITEM #			TITLE	DESCRIPTION	RECORD TYPE	CONF	VITAL	ARCH	RETENTION	REMARKS
CHILD SUPPORT SERVICES	CS	QA	080	AUDITS/ INSPECTIONS	AUDITS OR INSPECTIONS CONDUCTED BY THE DEPARTMENT, STATE AND/OR FEDERAL GOVT ON CASES, FINANCIALS, IT, ETC. INCLUDES REPORTS, INSPECTIONS AND WORKPAPERS.	OFF	C			CAL +5Y	CASE AUDITS ARE CONFIDENTIAL
CHILD SUPPORT SERVICES	CS	CM	010	CASE FILES	CASE FILES AND RELATED AUDIT REPORTS FOR THOSE RECEIVING SUPPORT THROUGH DCSS. INCLUDES: NOTES, PHOTOGRAPHS, COURT DOCUMENTS, LEGAL ACTIONS, CORRESPONDENCE, APPLICATIONS, ETC	OFF	C			AC + 5Y	ALL RECORDS AFTER 11/2008 ARE HELD IN THE STATE CHILD SUPPORT ENFORCEMENT SYSTEM. RECORDS PRIOR TO 11/2008 ARE HELD ON MICROFILM.
CHILD SUPPORT SERVICES	CS	QI	080	EMPLOYEE SECURITY STATEMENTS	REQUIRED SECURITY AGREEMENTS, SPECIFIC TO DCSS EMPLOYEES, NECESSARY TO ALLOW ACCESS TO STATE OR OTHER OUTSIDE SYSTEMS.	OFF		V		CAL + 5Y	
CHILD SUPPORT SERVICES	CS	QI	050	EQUIPMENT LEDGER	RECORDS WHICH TRACK EQUIPMENT PURCHASED WITH FEDERAL FUNDS. INCLUDES: DESCRIPTION OF EQUIPMENT, SERIAL OR IDENTIFICATION NUMBER, LOCATION AND DISPOSAL INFO.	OFF		V		DISP +5Y	
CHILD SUPPORT SERVICES	CS	SS	030	QUALITY ASSURANCE DATA	INFORMATION USED TO MONITOR PROGRAM AND STAFF PERFORMANCE. INCLUDES: CSE GENERATED REPORTS, STATE RELEASED QUERIES, DATA REPOSITORY QUERIES, ETC.	OFF	C			CAL +5Y	
CHILD SUPPORT SERVICES	CS	QI	090	SYSTEM REPORTS AND LOGS	SYSTEM REPORTS AND LOGS FOR AUDIT PURPOSES WHICH DOCUMENT SUCH ACTIVITIES WITHIN CSE SUCH AS LOG ON, PASSWORD CHANGES, USER MODIFICATIONS, ETC.	OFF	C			CAL + 7Y	REPORTS AND LOGS SUCH AS THOSE RELATED TO IRS PUB 1075
CHILD SUPPORT SERVICES	CS	SS	050	VISITOR ACCESS LOGS	LOG OF VISITORS TO DCSS OFFICES, TYPICALLY INCLUDES NAME, DATE, IDENTIFICATION, PURPOSE OF VISIT, TIME IN/OUT, ETC.	OFF	C			CAL +5Y	