



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
 POB 110525, 141 Willoughby  
 Juneau, AK 99811-0525  
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 66502

Agency ID #: 568

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

SYSTEMS OPERATIONS

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Public Assistance recipient benefits information is confidential under AS 47.05.030 and 7AAC 37.101-130. This records schedule supercedes #66501. Some data from these records series are output from the Eligibility Information System (EIS).

Statutory Authority: AS 47.05.010-080. The EIS batch application system is used to produce reports, determine eligibility, issue and account for disbursements for public assistance welfare programs, including: Food Stamps, Medicaid, AFDC, Adult Public Assistance and General Relief.

Systems Operations is responsible for the Eligibility Information System (EIS) and the JOBS automated sub-system enhancement, corrections, reports and Public Assistance benefit processing. Public Assistance programs operate statewide in 13 communities through the EIS.

NOTE: Under 4 AAC 59.005 it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director	State Archivist		Date	Attorney General	Date
Ellie Fitzjarraid	<i>D. Dawson for</i>		<i>8/17/09</i>	<i>Craig J. Tillery</i>	<i>7/22/09</i>
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>Ellie Fitzjarraid</i>	<i>4/13/09</i>	<i>Christopher L. Huls</i>	<i>8-21-08</i>	<i>Ken J. Jones</i>	<i>8/13/09</i>

**RECORDS RETENTION SCHEDULE CONTINUATION**

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>Eligibility Information System (EIS):</b></p> <p>Batch application system used to produce reports, determine eligibility, issue and account for disbursements for public assistance welfare programs, including: Medicaid, Temporary Assistance, Denali Kid Care, Senior Benefits, General Assistance, Chronic and Acute Medical Assistance, PFD Hold Harmless, Child Care, Adult Public Assistance programs, and Work Services.</p>	P	-	-	-	X	<p>Refer to 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>Refer to reports list attached.</p>
2	<p><b>Warrant Registers (Regular and Immediate):</b></p> <p>Warrant issuance report listing: warrant number, payee, issued amount, office, case number, program subtype, need type, benefit month, and benefit type.</p>	7	-	-	7		<p>Annual accrual rate is approximately four cubic feet.</p> <p>Refer to Item 4 (Warrant Production Logs).</p>
3	<p><b>Standard and Nonstandard Medical Registers:</b></p> <p>Medical coupon issuance report listing: region, district, recipient name, recipient id, program, medical subtype, document id, birth date, resource code, Medicaid Eligibility Beginning and ending date/code, HIC number, benefit month, and primary care.</p>	1	-	-	1		

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>Warrant Production Logs:</b></p> <p>Includes copies of request, schedule and EIS request sheet.</p> <p>Arranged chronologically.</p>	7	-	-	7		Annual accrual rate is less than one cubic foot. Refer to Item 2 (Warrant Registers).
5	<p><b>Stop Pays:</b></p> <p>Stop pay warrants include: stop pay request, EIS (cap1, cap2 and apih or afih) print screens, warrant status change form, warrant replacement print screen, and case worker correspondence.</p> <p>Arranged chronologically by month.</p>	7	-	-	7		Annual accrual rate is less than one cubic foot.
6	<p><b>Miscellaneous Reports:</b></p> <p>See attached Shred List Timeframes for all report titles and retention periods.</p>	See Rept	-	-	See Rept		All duplicate reports may be disposed after business need is concluded.

**RECORDS RETENTION SCHEDULE CONTINUATION**

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
7	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Systems Operations staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

<u>SHRED</u>	<u>JOB#</u>	<u>REPORT NAME</u>	<u>FREQUENCY</u>	
SHRED	HADHPRHF	CONTROL REPORT	WEEKLY	SPECIAL
SHRED	HADPRTF	UTILIZATION STATS	DAILY	SPECIAL
6 MONTHS	HES802AP	CONTROL REPORT	REQUEST	
1 YEAR	HESA030P	MEDICAID ID ISSUANCE	WK T, TH, F (TAPE)	
CURRENT	HESA101P	MASS CHANGE APA	REQUEST	
3 YEARS	HESA107P	FS/PFD GA/HH REPORT	MONTHLY	
1 YEAR	HESA120P	PFD INTERFACE	WK MONDAY	
6 MONTHS	HESA122P	SDX INTERFACE	WKLY	
1 YEAR	HESA126P	UIB INTERFACE	WKLY MONDAY	
1 YEAR	HESA140P	WAGE INTERFACE	MONTHLY 3rd DAY	
1 YEAR	HESA148P	QC SAMPLE	MONTHLY	
1 YEAR	HESA150P	QC SAMPLE & DBF UPDATE	MONTHLY (TAPE)	
1 YEAR	HESA151P	QC SAMPLE & DBF UPDATE	MONTHLY	
CURRENT	HESA154P	CASES WITH PFD	REQUEST	
1 YEAR	HESA162P	CONTROL REPORT FOR HESMB200	MONTHLY	
1 YEAR	HESA163P	CONTROL REPORT FOR HESMB300	MONTHLY	

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

CURRENT	HESA184P	RESOURCE/INCOME/EXPENSE REPORT	REQUEST
1 YEAR	HESA192P	BEERS JOB	REQUEST
7 YEARS	HESA204P	INTERFACE DBF PURGE (JUN-AUG)	REQUEST
CURRENT	HESA205P	DELETE EXCESS PROGRAM INFO	QUARTERLY
1 YEAR	HESA260P	EMPLOYMENT & TRAINING REPORT	MONTHLY
3 YEARS	HESA300P	FS INITIAL MONTH PROCESS REPORT	REQUEST
1 YEAR	HESABA1P	FS HOUSEHOLD CONTAINING ABAWDS	MONTHLY ***
CURRENT	HESABA2P	ABAWD SEASONAL EXEMPTION ALERTS	
1 YEAR	HESAFBRP	CONTROL REPORT	MONTHLY 20th ***
2 MONTHS	HESALPGP	ET ALERTS PURGE	MONTHLY 10th
3 YEARS	HESALUNP/NLUNP	FREE SCHOOL LUNCH NOTICE	AUGUST 16th
6 MONTHS	HESAP61P	APA RECOUPMENT	MONTHLY 2ND WED
KEEP ALL	HESATNTP	CONTROL REPORT	REQUEST
7 YEARS	HESB006P	WARRANT ISSUANCE IMMEDIATE	WK T, TH, SUN
2 YEARS	HESB010P	WARRANT REDEMPTION (EIS)	WEEKLY
5 YEARS	HESB012P	FOOD STAMP ISSUANCE DAILY	DAILY
1 YEAR	HESBAMDP	BABY MED	MONTHLY
6 MONTHS	HESBDX1P	BENDEX CREATE #1	ID MNTHLY(TAPE ADC)

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

1 YEAR	HESBG01P	AF/FS HOUSEHOLD DATE REPORT	MONTHLY 1st WKND
3 MONTHS	HESBNX3P	STATE BENDEX TAPE C	MONTHLY 1st WKND
2 MONTHS	HESBVSRP	CONTROL REPORT	
4 MONTHS	HESCC40P	CHILD CARE PMT SYSTEM	DAILY
6 MONTHS	HESCCCLP	ICCIS CASELOAD RPT	MONTHLY 10TH
1 YEAR	HESCCRRP	CHILD CARE/AGGREGATE REPORT	REQUEST
2 MONTHS	HESCCWBP2	CHILDCARE PROVIDER DOWNLOAD	MONDAYS
4 MONTHS	HESCCWRP	RECONCILIATION/CHILD CARE PMTS	
2 YEARS	HESCITMP	CITIZEN MATCH/ PFD	YEARLY
1 YEAR	HESCITZP	CITIZENSHIP/ALIEN STATUS REPORT	REQUEST
1 YEAR	HESCTZ1P	ADHOC CITIZENSHIP/ALIEN STATUS	REQUEST
6 MONTHS	HESD002P	NOTICE PRINT	DAILY
SHRED	HESD311P	CONTROL REPORT <b>DO NOT KEEP</b>	MONTHLY
6 MONTHS	HESD610P	CONTROL REPORT	DAILY
SHRED	HESD911P	CONTROL REPORT <b>DO NOT KEEP</b>	MONTHLY
4 MONTHS	HESDAG1P	EBT ACCOUNT INACTIVITY FILE	DAILY
3 MONTHS	HESDCS1P	CONTROL REPORT	DAILY
6 MONTHS	HESDKC1P	DKC DENIALS REPORT	MONTHLY

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

3 MONTHS	HESDKC2P	DKC AUTOCLOSE FOR FAILURE TO RECERT	MONTHLY 5TH DAY ***	
3 MONTHS	HESDKC3P	NEW DKC REGISTERED APPLICANTS	MONTHLY 5TH DAY ***	
3 MONTHS	HESDKCRP	CONTROL REPORT	MONTHLY	
CURRENT	HESDMA1P	MOTHER/CHILD LINK(MAKES A TAPE)	REQUEST	
6 MONTHS	HESDRECP	AKSAS INTERFACE CONTROL REPORT	REQUEST	
6 MONTHS	HESDSQ1P	CONTROL REPORT	QUARTERLY	
CURRENT	HESDX01P	STARTUP SSI/PFD MAT	YEARLY / PFD	
1 YEAR	HESDX02P	ADULT REPORT & LABELS	YEARLY/ SDX	
1 YEAR	HESDX03P	CHILD REPORT & LABELS	YEARLY / MATCH	
3 YEARS	HESDX10P	MONTHLY SDX UPDATE, PRINT	MONTHLY (TAPE ADC) ***	
2 YEARS	HESDX16P	SDX TAPE LOG	DAILY	SCHEDULER
3 YEARS	HESDX30P	MONTHLY SDX UPDATE, PRINT	MONTHLY (TAPE ADC) ***	
1 WEEK	HESEASVP	CONTROL REPORT	DAILY	
12 MONTHS	HESEB51P	EBT RECONCILIATION REPORT	MONTHLY 5TH	
2 WEEKS	HESEBACP	DIRECT DEPOSIT REJECTS	DAILY	
4 MONTHS	HESEBCDP	EBT EMBOSSER REPORT	DAILY	
2 WEEKS	HESEBCLP	DAILY CLAIM ACTIVITY FILES	DAILY	
4 MONTHS	HESEBH1P	AKSAS EBT HISTORY EXTRACT	DAILY	SCHEDULER

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

4 MONTHS	HESEBRFP	BATCH REFRESH ERROR REPORT	DAILY
1 YEAR	HESECDMP	MONTHLY 7TH	
1 YEAR	HESEXTRP	EXTENSION REVIEW OUTCOMES	MONTHLY
5 YEARS	HESF012	FOOD STAMP ISSUANCE	WEEKLY
2 MONTHS	HESFSCTP	FS RECERT PD ERR RPT	MONTHLY
CURRENT	HESFSP1P	MRF EXEMPT REASON REPORT	REQUEST
3 YEARS	HESGAR1P	FS PFD GARNISHMENT	YEARLY AUG/SEPT
1 YEAR	HESGMSCP	SENIOR CARE DRUG BENEFIT ISSUANCE	SUNDAYS ONLY
4 MONTHS	HESHAS1P	AKSAS INTERFACE	T, TH, M
6 MONTHS	HESJAR2P	CONTROL REPORT	MONTHLY
2 MONTHS	HESJA5YR	TANF BENEFIT MONTHS USED	MONTHLY ***
1 YEAR	HESIEVSP	IRS MATCH TAPE HISTORY	MONTHLY
6 MONTHS	HESJM10P	JAS WORK ACTIVITY ROLLOVER	MONTHLY 9TH
4 MONTHS	HESJP40P	JAS PAYMENT SYSTEM	WK T,TH,F
1 YEAR	HESJP50P	JAS PAYMENT SYSTEM	MONTHLY ***
4 MONTHS	HESJP52P	JAS PAYMENTS	WK M, W, TH
1 YEAR	HESM005P	MED INTERFACE: REGULAR	MONTHLY
7 YEARS	HESM007P	WARRANT ISSUANCE REGULAR	MONTHLY

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

1 YEAR	HESM010P	TRANS MED NOTICES	MONTHLY 9TH
5 YEARS	HESM013P	FOOD STAMP ISSUANCE-REGULAR	MONTHLY
6 MONTHS	HESM020P	FEDERAL EMERGENCY TANF DATA	MONTHLY
1 YEAR	HESM025P	CONTROL REPORT FOR HESCB010	MONTHLY
1 YEAR	HESM026P	CONTROL REPORT FOR HESCB020	MONTHLY
6 MONTHS	HESM030P	CONTROL REPORT	MONTHLY
1 YEAR	HESM040P	FS DATA DOWNLOAD	
1 YEAR	HESM045P	SENIOR CARE DATA DOWNLOAD	2ND THURSDAY
6 MONTHS	HESM050P	NEW ARRIVALS REPRT (WR 4202)	MONTHLY
2 MONTHS	HESM054P	MONTHLY CASELOAD REPORT	1ST WEEKEND ***
6 MONTHS	HESM061P	CLIENT-MONTH PURGE JOB	MONTHLY
6 MONTHS	HESM062P	CLIENT AGE ALERTS	END OF MONTH
1 YEAR	HESM066P	CASELOAD ISSUANCE REPORT	1ST WEEKEND
1 YEAR	HESM067P	CONTROL REPORT	MONTHLY
1 YEAR	HESM070P	AUTO CLOSE MEDICAID	END OF MONTH
3 YEARS	HESM071P	AFDC/FS RECOUPMENT REPORT	MONTHLY
3 MONTHS	HESM072P	CONTROL REPORT	REQUEST
1 YEAR	HESM075P	FS CLAIMS	REQUEST

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

1 YEAR	HESM080P	FS/ME/AP RECERTIFICATION CLOSE	END OF MONTH
1 YEAR	HESM084P	FNS PARTICIPATION ESTIMATE	MONTHLY
1 YEAR	HESM086P	FNS MONTHLY SUMMARY	MONTHLY
6 MONTHS	HESM089P	RECERTIFICATION NOTICES	MONTHLY 15TH
6 MONTHS	HESM092P	OVERDUE AUTHORIZATION ALERTS	MONTHLY
6 MONTHS	HESM093P	DKC ALERTS	MONTHLY
CURRENT	HESM097P	GRM MONTHLY REPORT	REQUEST
CURRENT	HESM106P	CREATE BENDEX FILE	1ST WEEKEND (TAPE)
6 MONTHS	HESM130P	RECORDS TRANSFER LIST	1ST WEEKEND
6 MONTHS	HESM152P	AFDC MONTHLY SUMMARY	MONTHLY
1 YEAR	HESM169P	AUTO TERMINATE CLAIMS	MONTHLY
6 MONTHS	HESM174P	AF OVERPAYMENT CLAIMS	MONTHLY
6 MONTHS	HESM175P	FS OVERPAYMENT CLAIMS	MONTHLY
3 YEARS	HESM180P	GA EXPENDITURE REPORT	MONTHLY
6 MONTHS	HESM182P	IRS CREATE TAPE JOB	MONTHLY 1ST DAY
7 YEARS	HESM204P	INTERFACE DBF PURGE(SEP-MAY)	MONTHLY
1 YEAR	HESM260P	EMPLOYMENT & TRAINING REPORT	MONTHLY
1 YEAR	HESMAG1P	PRECESS AGED BENFILE FROM DELUXE	MONTHLY 3RD

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**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

1 YEAR	HESMCP1P	CONTROL REPORT	MONTHLY
1 YEAR	HESMCP3P	DKC AUTO EXTENSION	MONTHLY
1 YEAR	HESMDRCP	DELAY REASON CODE & SECURITY KEY REPORT	MONTHLY 3RD
1 YEAR	HESMEDCP	DKC MEDICAL ID PRINT	WEEKLY M,W,F
1 YEAR	HESMEDNP	NON-STAND. MEDICAL ID PRINT	WEEKLY M,W,F
1 YEAR	HESMEDSP	STANDARD MEDICAL ID PRINT	WEEKLY M,W,F
6 MONTHS	HESMENOP	DKC/MED NOTICES COUNT	WKLY T,TH, SUN
1 YEAR	HESMIA1P	CREATE AI ALERTS	MONTHLY 14TH
2 MONTHS	HESMJ50P	MNTHLY JAS CASELOAD REPORT	MONTHLY
6 MONTHS	HESMK04P	CONTROL REPORT/NEW ARRIVALS	MONTHLY 17TH
2 MONTHS	HESMTAAP	MONTHLY 60 MONTH ALERTS	MONTHLY
3 MONTHS	HESMVR1P	MONTHLY VEHICLE REPORT	QUARTERLY
1 YEAR	HESMWRTP	WARRANT PRINT-REGULAR RUN	MONTHLY
3 MONTHS	HESMWTWP	WELFARE TO WORK	MONTHLY
7 YEARS	HESN006P/7P	CITC WARRANTS ISSUED	WKLY T,TH, SUN
CURRENT	HESNMWAIP	DISASTER NOTICES	REQUEST
CURRENT	HESNOTCP	ELIG. CONTROL REPORT	REQUEST
3 MONTHS	HESNW15P	ATAP PASS CHILD CARE REFERRAL NTC	MONTHLY 5TH

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**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

3 MONTHS	HESNW78P	ATAP PENALTY NOTICE	MONTHLY 12TH
6 MONTHS	HESORCAP	CONTROL RPT HESORCA1	
7 YEARS	HESPACLP	PURGE ACTION LOG-DBF	MONTHLY 16TH
2 YEARS	HESPAPAP	APA MASS CHANGE NOTICE JOB	NOVEMBER ONLY
4 YEARS	HESPARIP	PARIS	YEARLY-AUGUST
1 YEAR	HESPDLQP	FOOD STAMP DELINQUENT CLAIM AGE	QUARTERLY
CURRENT	HESPDOEP	DOE CHILD COUNT BY ZIPCODE RPT	REQUEST
CURRENT	HESPD PAP	DPA CLIENT COUNT BY/PGM/ZIP/\$\$AMT	REQUEST
7 YEARS	HESPF20P	HH BUYOUT RECONCILIATION RPT	YEARLY
1 YEAR	HESPFDAP	CONTROL REPORT	REQUEST
1 YEAR	HESPH21P	AFDC PFD HH REPORT	MONTHLY 12TH
2 YEARS	HESPHFSP	RESET FSHH CASE NUMBER	SEPT
1 YEAR	HESPIAPP	PASS 1 CHILD CARE EXTRACT	
CURRENT	HESPILJP	JAS NOTICE-SPILL	REQUEST
CURRENT	HESPILLP	EIS NOTICE - SPILL	REQUEST
CURRENT	HESPKLPP	PICKLE PEOPLE 3UP LABELS	REQUEST
6 MONTHS	HESPMINP	MINOR PARENT REPORT	MONTHLY
SHRED	HESPNUPP	UP BATCH NOTICE CREATION JOB	REQUEST

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**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

SHRED	HESPSYEP	AFDC STUDENT YOUTH CREATION	REQUEST
3 MONTHS	HESPURGP	PURGE TRANSACTION LOG REC	MONTHLY REQ
1 YEAR	HESQ071P	FS RECOUPMENT REPORT	QRTLY JAN, APR, JUL, OCT
3 YEARS	HESQ166P	ADHOC LEGISLATIVE	YEARLY
3 YEARS	HESQ177P	AF RECOUPMENT REPORT	QUARTERLY
CURRENT	HESQ186P	INVALID LOCATION CODES	REQUEST
1 YEAR	HESQP61P	APA RECOUPMENT REPORT	QUARTERLY
1 YEAR	HESROLLP	MONTHLY ROLLOVER	MONTHLY
2 YEARS	HESSAS1P	BULK DATA TRANSFER	WK, T, TH, SUN
1 YEAR	HESSAS2P	BDT OUTSTANDING WARRANT TO JDC	WK TUES
1 YEAR	HESSCRNP	SCREEN ACTIVITY REPORT	MONTHLY
1 YEAR	HESSHL1P	SHELTER ALLOWANCE SAVING REPORT	MONTHLY
1 YEAR	HESSISTP	CONTROL REPORT	
2 MONTHS	HESSOLQP	SOLQ ACTIVITY SECURITY RPT	MONTHLY
2 MONTHS	HESTA5HP	ATAP HISTORY BENEFIT MONTH REPORT	MONTHLY
2 MONTHS	HESTA5YP	ATAP BENEFIT CASELOAD REPORT	MONTHLY
1 YEAR	HESTCO1P	TRANSITIONAL CHILDCARE REPORT	MONTHLY
2 YEARS	HESTIMAP	CONTROL RPT	MONTHLY

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**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

13 MONTHS	HESTIMEP	CONTROL RPT HESTIME1	MONTHLY	
6 MONTHS	HESUPCOP	SUPPLEMENT AND CORRECTION BEN. REPOR	MONTHLY 1ST	
6 MONTHS	HESVES1P	SVES RECEIVE & UPDATE ADATABASE	DAILY	
6 MONTHS	HESVES2P	SEND SVES REQUEST TO SSA VIA	DAILY	
6 MONTHS	HESVES3P	SVES QC RECEIVE & UPDATE ADATABASE	DAILY	
3 MONTHS	HESW005P	MED INTERFACE	WKLY TUS, SUN	
6 MONTHS	HESW042P	WEEKLY ALERTS	WK (FRI)	
6 MONTHS	HESW044P	WEEKLY REPORTS	WK F (TAPE)	
6 MONTHS	HESW046P	REMOTE PRINT	WK, F	
7 YEARS	HESW611P	CSED ALERTS & PASSTHRU REPORT - BIG	WKLY SUN	
SHRED	HESW611P	CSED ALERTS & PASSTHRU REPORT - SMALL		
6 MONTHS	HESWAGEP	QUARTERLY WAGE MATCH (DOL)	MONTHLY	
CURRENT	HESWHITP	ACTIVE CASES / WHITTIER	REQUEST	
1 MONTH	HESWJ50P	JAS CASELOAD	WEEKLY	
6 MONTHS	HESWUA1P	CASEWORK UNACTED REPORT	WEEKLY	
1 MONTH	HESZEBBP	NIGHTLY PRODUCTION SUMMARY	NIGHTLY	SCHEDULER
1 MONTH	HPA2038P	RETRIEVE REDEMPTIONS	WED	
1 YEAR	HPABNX3P	TRANSFER BENDATA FILE TO SSA	MONTHLY	
3 MONTHS	HPACNDMP	NETWORK DATA MOVE-STATISTICS	DAILY	SCHEDULER

**RETENTION SCHEDULE**  
CONFIDENTIAL REPORTS ARE BOXED

SHRED

XDBCHAGP

ADAREP: TRAINING REGION

REQUEST

8/21/2008