



1 RECORDS RETENTION SCHEDULE : In-Home Supportive Services Public Authority (IHSS)

2 EFFECTIVE DATE: 1/14/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Inst). Refer to the **Countywide Record Retention Schedule** for retention and destruction periods of records commonly found in all departments/entities. Refer to a **department or entity's Record Retention Schedule** for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 In-Home Supportive Services Public Authority	CONTRACTS & AGREEMENTS (Contracted Services provided by private physicians, organizations, corporations, etc.)	Yes		Completion + 10 years	Audit Standards=7 years; Statute of Limit. For contracts=4 years, 10 years for Errors & Omissions; Wrongful Death=comp. + 5 years; Statewide guidelines propose completion + 5 years; CP §§336(a), 337 et seq.; 343; GC §26202
2 In-Home Supportive Services Public Authority	CONTRACTS & AGREEMENTS: Unsuccessful bids			Bid Opening + 2 years	Not infrastructure bids, which are retained bid opening + 5 years; GC §26202
3 In-Home Supportive Services Public Authority	IN-HOME SUPPORTIVE SERVICES REGISTRY RECORDS, caregiver applications, client requests	Yes		Fiscal Closure + 1 year	CDSS Manual of Policies and Procedures requires public assistance records be retained for 3 years from the date the State submits the last expenditure report to the Federal DHHS (fiscal closure); GC §26202
4 In-Home Supportive Services Public Authority	TELEPHONE OR RADIO COMMUNICATIONS: Includes provider recruitment advertisements			100 days	GC §26202.6: If telephone or radio communication is evidence in a filed claim or pending litigation or case, such recordings should be preserved until the pending litigation is resolved and if related to a case file, it should be preserved for the same period as case record files. Includes provider recruitment advertisements.
5 In-Home Supportive Services Public Authority	WORKERS' COMPENSATION FOR IHSS PROVIDERS	Yes		Date of injury or date of last provision of benefits + 5 years. Files with future benefits not destroyed, but converted to inactive or closed 2 years after last provision.	All Workers' Comp file folders must be kept for a period of five years from the date of injury, or from the date on which the last provision of compensation benefits occurred; Labor Code Section 3207, whichever is later. Workers' Compensation file folders with awards for future benefits are not to be destroyed, but two years after the date of the last provision of Workers' Compensation benefits; Labor Code Section 3207, they may be converted to an inactive or closed status by the administrator if there is no reasonable expectation that future benefits will be claimed or provided.
6 In-Home Supportive Services Public Authority	TRAINING UNIT: Trainings for IHSS providers, registrations with IP#, grades located on Canvas	Yes		2 years	Send to storage after 2 years, GC §26202
7 In-Home Supportive Services Public Authority	PROVIDER LIVE SCAN RECEIPTS			Keep until Public Authority makes a hiring decision	California Department of Justice (DOJ) directive based on PC §§ 11140-11144; GC §§ 6200, 6201
8 In-Home Supportive Services Public Authority	EMPLOYMENT VERIFICATIONS			90 days	Employment/income information is obtained from Case Management, Information and Payrolling System (CMIPS) II (the automated system for IHSS records) to complete verifications to provide to other agencies, such as Transitional Assistance Department (TAD), loan companies, etc.
9 In-Home Supportive Services Public Authority	IHSS PROVIDER WAIVERS			3 years after closure of provider case file	ACIN I-90-21

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code	CFR Code of Federal Regulations	GC Government Code	LC Labor Code
CC County Code (San Bernardino)	EC Elections Code	H&S Health and Safety Code	PC Penal Code
CCP Code of Civil Procedure	EVC Evidence Code	IRC Internal Revenue Code	R&T Revenue and Taxation Code
CCR California Code of Regulations	FC Family Code	IRS Internal Revenue Service	UFC Uniform Fire Code

Schedule Abbreviations

USC United States Code	DP Department Preference	Page 1 of 1 Form RMP 3 Rev. 02/2024
VC Vehicle Code	CR Custodian of Record	
WC Water Code		
W&I Welfare and Institutions Code		