
DCSE Policy & Procedures Unit
Policy Update
PPU 04-05-003

SUBJECT: Revoked/Rescinded -The Official DCSE Shred List-

Please contact the Policy Unit if you have any questions or concerns regarding
this information at ***DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.**

It has recently come to the attention of Policy and Procedures that most or all of the items that were originally placed on the "Official DCSE Shred List" dated 2/20/2003, should be preserved in accordance with DES records management, federal and state law.

In light of the evidence presented to us by the Attorney General's Office, we must direct to all IVD staff that nothing further may be destroyed and all items relating to a IV-D case must be maintained in accordance with the DES records retention schedule. Sometimes materials normally considered non-record, such as transmittals or routing slips, acquire status because they clarify a matter being documented.

As of today's date, we must preserve all of the items contained on the previous shred list for a minimum of three (3) years and we should no longer shred any items contained on the list below.

The Attorney General's Office has advised that we MAY shred any information such as screen prints and FPUB/PF6 payment histories that can be easily identified as information already contained or recorded in ATLAS.

THE LIST BELOW HAS BEEN REVOKED AND CAN NO LONGER BE USED AND IS NOT CURRENT POLICY.

**REVOKED/RESCINDED/DO NOT USE
OFFICIAL DCSE SHRED LIST**

- ~~NCP Billing Notices~~
- ~~Postal Verifications~~
- ~~Care Record Transmittals (CS-184)~~
- ~~Notice of UI Intercept to the NCP~~
- ~~Arizona Department of Revenue Intercept Notices~~
 - ~~Anything prior to one year may be destroyed.~~

- ~~Example in year 2003, we will save 2002 Notices~~
- ~~Any NCP Locate Checklists~~
 - ~~Manual CP Locate Checklists must be saved due to Hoffman Settlement.~~
- ~~Correspondence Providing Locate Information~~
 - ~~As long as this information has been verified that it has been documented on ATLAS~~
- ~~Employment Verifications~~
- ~~Status Updates from other States: System Narratives~~
- ~~ATLAS Screen Printouts~~
 - ~~Exception: AZTECS/DARS Benefit History or ARCA calculations~~
- ~~CSENet Transaction Reports~~
- ~~EQUIFAX Letters~~
- ~~CP/AF Workshop Letters~~
- ~~**PF6 payment histories containing ANY IRS tax information MUST be shredded IMMEDIATELY after use, unless it is being placed into the case file or being sent to an authorized party to the case.**~~
- ~~**ALL CORRESPONDENCE RECEIVED FOR ANY CLOSED CASE FILES THAT HAVE ALREADY BEEN SENT TO ARCHIVES SHOULD BE SHREDDED ON SITE.**~~