



1410.8: Maintenance, Submittal, and Destruction of Records

The Supervisor of General Assistance must keep records relating to the administration of the GA program as required by the Department of Human Services, county boards, auditors, etc., in the form to be directed by such agencies.

The GA Unit must retain financial records for a 5-year period, or if under a department audit, until the conclusion of the audit activity. Upon cancellation of assistance, retain GA case records for 5 years. Store canceled cases in a closed records section separate from active files.