

Using Records Retention Schedules: Strategies for Managing Child Support Title IV-D Case Files

Purpose: Provide guidance to prosecuting attorneys on ways to manage the retention of Civil Case Files – Social Security Act Title IV-D (Child Support) (DAN AT52-07-09C) in the *Prosecuting Attorney Records Retention Schedule*.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AT52-07-09C Rev. 1	<p>Civil Case Files – Social Security Act Title IV-D (Child Support) Records relating to legal representation of the State of Washington in relation to state responsibilities under Title IV, Part D (Title IV-D) of the <i>Social Security Act</i>.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Determination of parentage; • Child support establishment, modification, adjustment, and/or enforcement; • Responding cases. <p><i>Note: Per RCW 4.16.020, the statute of limitations for commencement of action for the collection of past due child support is 10 years after the youngest child named in the child support order reaches age 18.</i></p> <p><i>Note: Per RCW 4.16.360, there is no limitation for initiating legal action for the determination of paternity.</i></p>	<p>Retain for 3 years after youngest child reaches age 18 or 3 years after entry of last order, <i>whichever is later then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

Calculating Minimum Retention Period

To calculate the minimum retention period for child support case files, it is necessary to track both the:

1. Date of birth (or at least the birth year) of the youngest child; *and*
2. Date of last order.

Keeping Records in Electronic or Paper Formats

Typically, child support case files records will comprise both electronic and paper records.

If the record is **electronic**, then **keep it in electronic format** for the minimum retention period.

- Any printouts of electronic records made as “convenience copies” by the agency can be destroyed in accordance with **Secondary (Duplicate) Copies (DAN GS50-02-04)** in the *Local Government Common Records Retention Schedule (CORE)*.

If the record is **paper**, then either:

1. Retain it in **paper format** for the minimum retention period; *or*
2. **Scan/digitize** the record in accordance with the *Requirements for the Destruction of Non-Archival Paper Records after Imaging*. This way the:
 - a. Scanned images can be retained for the minimum retention period; and
 - b. Paper records can be destroyed (after making sure the scanning was successful) in accordance with **Source Records – Imaged (Non-Archival) (DAN GS50-09-14)** in the *Local Government Common Records Retention Schedule (CORE)*.

Consider using an appropriate system (such as an Enterprise Content Management (ECM) system) to manage the retention, access and security of these electronic child support case file records.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**