



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Low Income Home Energy Assistance Program

**TITLE:** Low Income Home Energy Assistance Program Claims and Restitution Case Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Claims and restitutions case files used to transmit claim payments received by the Division of Finance and Administrative Services. Records include, but are not limited to, forms EA-8, EA-6 LIHEAP applications, and screen prints, IM-87 hearing requests, written statements from the applicants, utility bills, and claims and restitutions Reports.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8889

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016

**TITLE:** Low Income Home Energy Assistance Program Monitoring Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Records relating to evaluations of program internal controls, such as self-assessments or evaluations of internal procedures and performance. Records include, but are not limited to, site visits, action plans, Energy Crisis Intervention Program (ECIP) documentation of supplier information, crisis date(s), payments and records used for Office of Administration Accounting Reviews. Records created per 42 USC 8624 Section 2608(b) (1).

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8884

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/15/2016