

**County of San Diego, Health and Human Services Agency (HHSA)  
County Medical Services (CMS) Program Guide**

**Case Record Retention**

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**Background**

**Policy:**

**A: Hard Copy Cases**

Both active and inactive case records created prior to implementation of the CMS IT System are kept at the Records Library. They are retained for the period outlined in the HHSA Retention Schedule.

**B: Electronic Case**

Cases created in the CMS IT System will remain on the electronic system until purged by the vendor. Purging of electronic cases will be done in accordance with the requirements outlined to the vendor.

**Other Program Impact:**

None

**Reference(s):**

None

**Sunset Date:**

This policy will be reviewed for continuance by 10/31/2018

**Release Date:**

10/1/2015