



## Ohio Administrative Code

### Rule 5101:12-1-80.4 IV-D contract record retention.

Effective: November 1, 2024

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(A) The child support enforcement agency (CSEA) and contractor will retain all IV-D contract records:

(1) For a period of three years after the final payment is made to the contractor and all matters relating to the IV-D contract are concluded; or

(2) In accordance with the county records commission in the county in which the CSEA serves, when the county records commission mandates a retention period of more than three years.

(B) IV-D contract records include but are not limited to:

(1) Documents generated as a result of the procurement process, when applicable, including proof of formal advertising and the selection of the contractor;

(2) A list of potential contractors contacted when the total IV-D contract cost is for an amount that is less than twenty-five thousand dollars or, when the county in which the CSEA serves has a contract threshold requirement that is less than twenty-five thousand dollars, the total IV-D contract cost is for an amount that is less than the local contract threshold requirement;

(3) All IV-D contract documents;

(4) Documentation of any attempt to enter into a IV-D contract with the court or law enforcement official;

(5) Any documentation that the sheriff is unable to provide the resources necessary for service of process in a timely manner when the CSEA attempts to enter into a IV-D contract with a sheriff;

(6) Any documentation from the sheriff that the sheriff charges other agencies service of process



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(7) Financial records;

(8) Statistical records;

(9) Any documents or correspondence, including electronic correspondence, from the office of child support (OCS) or the federal office of child support enforcement regarding the IV-D contract; and

(10) All other records regarding delivery of services under the IV-D contract.

(C) When an audit, litigation, or other action involving the IV-D contract is started before the end of the retention period, the CSEA and contractor will retain the IV-D contract records until all issues are resolved.

(D) The CSEA and contractor will make the IV-D contract records available to any authorized governmental representative during reasonable times. A governmental representative includes but is not limited to a representative from the:

(1) United States department of health and human services;

(2) Comptroller general of the United States;

(3) State of Ohio;

(4) County auditor; and

(5) CSEA.

(E) The CSEA will obtain approval from the county records commission before destroying the IV-D contract records.