
**WORK FIRST USER'S MANUAL
EPIS INSTRUCTIONS**

Change #2-2009

ADMINISTRATIVE PROCEDURES

October 1, 2009

EP700 - ADMINISTRATIVE PROCEDURES

Change #2-2009

Issued October 1, 2009

This section contains information for the DSS-6908 form and record retention.

EP700.01 ORDERING FORMS

Blank DSS-6908 forms are no longer stored at the State Office.

EP700.02 RECORDS RETENTION

Counties are urged to develop and maintain procedures for discarding outdated Employment Programs Information System generated reports and turnarounds. Generally, system produced data can be destroyed upon receipt of replacement data. (Refer to Records and Disposition Schedule issued by the Division of Archives and History, Department of Cultural Resources for guidance.)