



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Adopted Child's Record

CUTOFF:EOCY in which case is closed

DESCRIPTION: Records contain the natural parent record of a child relinquished for adoption, family-centered service cases and the family-centered out-of-home care records for a child removed from their birth family and not returned. Section 5: Chapter 4.2.7 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 821

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Adoption and Legal Guardianship Resource Records

CUTOFF:EOCY in which case is closed

DESCRIPTION: Adoptive Resource parent records contain the birth parent record of a child relinquished for adoption, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Legal Guardianship Resource parent records contain the birth parent record of a child relinquished for guardianship, family-centered services cases and the family-centered-out-of-home care record for a child removed from their birth family and not returned. Contents of this file are to include the child's placement summary, any reports for the child, the family's home assessment and updates, forms, payment related paperwork, legal paperwork, the subsidy contract, any correspondence and narrative that relates to the adoptive family. Records produced and maintained per Section 5: Chapter 4.2.7 (Adoption and Legal Guardianship Resource Records) of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 819

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Case File Working Papers

CUTOFF: Close of Case

DESCRIPTION: Per Section 5: Chapter 4.2.1 of the Child Welfare Manual, materials include, but are not limited to notes, observations, or impressions that have not been summarized; phone messages; e-mails; or material not pertinent to the case or that has been formally documented elsewhere in the case record.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records will be destroyed securely by the Children's Division. Workers shall remove and expunge extraneous material from case records prior to or at the time of case closing. Supervisors shall screen case records at the time of closing to assure extraneous material has been removed by the worker. Workers should assure unsummarized material pertinent to the case record not documented elsewhere is documented in the case narrative prior to expungment.

DISPOSITION ACTION: Destroy

SERIES: 23863

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Child Abuse/Neglect (CA/N) Reports - Court Adjudicated

CUTOFF: End of calendar year in which case is adjudicated

DESCRIPTION: Reports of CA/N court adjudicated conclusions based upon decisions made in a Juvenile or Family Court, a Criminal Court conviction or a judicial review conducted by the Circuit Court. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records are maintained pursuant to Chapter 210.152 RSMo.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 805

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations and Family Assessments with "Home Schooling" and "Located Out of State" Conclusions

CUTOFF: End of calendar year in which conclusion is reached

DESCRIPTION: Reports of CA/N Investigations or Family Assessments that were concluded as "Located out of State" or "Home Schooling". CA/N reports with this conclusion" will be destroyed five years from the date of the report, case closing, or from the date of the last report if there were subsequent reports." Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20743

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations and Family Assessments with "Unable to Locate" Conclusions

CUTOFF: End of calendar year date of last report

DESCRIPTION: Reports of CA/N Investigations or Family Assessments that were concluded as "Unable to Locate". The "unable to locate" conclusion may be used only after all three of the following criteria have been met: when not one single child or any parent/caretaker included in the report is located; after the Children's Service Worker has searched all available resources that can help to locate the family and children; after the supervisor agrees that sufficient attempts have been made and the Children's Service Worker has exhausted all available resources to locate the family. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (4) RSMo, requires the Division to retain all conclusions for eighteen years from the date of the report and then shall be removed from the records of the division.

RETENTION: Years: 18 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 20742

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations made Maliciously Against Mandated or Non-Mandated (permissive) Reporters

CUTOFF: End of calendar year in which investigation is concluded

DESCRIPTION: Reports of CA/N investigations where insufficient evidence of abuse or neglect is found by the division and where the division determines the allegation of abuse or neglect was made maliciously, for purposes of harassment, or in retaliation for the filing of a report. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records maintained pursuant to Section 210.152 (2)(a)(b) RSMo.

RETENTION: Years: 0 Months: 0 Days: 45

NOTES: For "malicious" reporting identifying information shall be expunged by the division within forty-five days from the conclusion of the investigation.

DISPOSITION ACTION: Destroy

SERIES: 24537

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations Substantiated by a Preponderance of Evidence (POE)

CUTOFF: End of calendar year in which case is closed

DESCRIPTION: Reports of CA/N investigations substantiated by a Preponderance of Evidence based upon decisions made in a Juvenile or Family Court, a Criminal Court conviction or a judicial review conducted by the Circuit Court. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Records maintained pursuant to 210.152, RSMo.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES: The Division's burden of proof is "Preponderance of Evidence".

DISPOSITION ACTION: Destroy

SERIES: 807

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Investigations Unsubstantiated
Reported by a Non-Mandated (Permissive) Reporter

CUTOFF: End of calendar year in which investigation is
concluded

DESCRIPTION: Reports of CA/N investigations for all other variations of unsubstantiated conclusions, when the reporter of the CA/N Investigation was a non-mandated (permissive) reporter. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (c) RSMo, establishes a five year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a non-mandated (permissive) reporter.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 809

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Child Abuse/Neglect (CA/N) Reports - Unsubstantiated Investigations Reported by a Mandated Reporter

CUTOFF: End of calendar year in which investigation is concluded

DESCRIPTION: Reports of CA/N investigations for all unsubstantiated conclusions, when any mandated reporter as provided by Sections 210.115, 210.152 or 352.400, RSMo, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the division in accordance with the provisions of Sections 210.109 to 210.183. Records may include, but are not limited to, investigations, family assessments completed in response to CA/N Reports, which include the following sections: assessments and services, children's, correspondence, reports, forms, legal files, interstate compact placements for children, administrative reviews, intensive in-home services, domestic violence services and older youth program services, and evidentiary documents obtained from other entities during the CA/N Investigation. Section 210.152 (c) RSMo, establishes a ten year retention from the conclusion of any unsubstantiated CA/N Investigation reported by a mandated reporter.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 810

SERIES STATUS: Approved

APPROVAL DATE:

5/13/2019

TITLE: Contractual Services Cases with No Direct Service Delivery

CUTOFF: EOSFY in which contract ends

DESCRIPTION: Children's Treatment Services (CTS) are contracted therapeutic services provided by independent, private providers. They are used to meet the service needs of the family which are identified in the family assessment. These services are purchased by the Division on behalf of the family. Files may include, but may not be limited to service contract, any amendments to the contract, and audit requirement certification. Per RSMo. 516.120

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 817

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Denied, Involuntarily Suspended or Revoked Child Placing Agency License Files

CUTOFF: EOCY

DESCRIPTION: Pertains to any residential child care agency and/or child placing agency license that has been denied, involuntarily suspended or revoked. Files may include, but not limited to the application for an agency license, the administrative file of the agency, a detailed agency manual of operation, a detailed written service plan, and written directions from the administrative office to the agency office. Records produced and maintained per Section 5: chapter 4.2.8 of the Child Welfare Manual and 210.221 RSMo.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23413

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Family Assessments Not Resulting in Case Management

CUTOFF: EOSFY

DESCRIPTION: This series would include concluded CA/N reports in the family assessment track. Family Assessment and Services provides an assessment of a child who has been reported to the division as a victim of abuse or neglect by a person responsible for that child's care, custody or control within that child's family. The assesment details risk of abuse and neglect and, if necessary, the provision of community-based services to reduce the risk and support the family. The information contained in each record may include, but is not limited to child abuse and neglect investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence and older youth program services. Outlined in Section 5: Chapter 4.1.1 of The Child Wefare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 808

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Family-Centered In-Home Service Cases

CUTOFF: EOCY in which case is closed

DESCRIPTION: Documentation that family-centered services are provided to families and children in their own homes when a child abuse or neglect investigation/family assessment response determination is "preponderance of evidence", "unsubstantiated-preventive services indicated", or "services needed". The information contained in each record may include, but is not limited to CA/N investigation, family assessments completed in response to CA/N reports and includes the following sections: assessment and services, child's, correspondence, reports, forms, legal, interstate compact placement for children, administrative review, intensive in-home services, domestic violence, and older youth program services. Section 5: Chapter 4.2.3 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 813

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Foster Child (Family-Centered Out-of-Home Care Case (FCOOHC)) Records

CUTOFF: EOCY in which case is closed

DESCRIPTION: Includes the closed record of a foster child that never reached permanency through reunification to their biological parent, including any of the case records of the child's biological parent. Records produced and maintained per Section 5: Chapter 4.2.4 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 822

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Foster/Relative/Kinship Parent Records

CUTOFF: EOCY in which case is closed

DESCRIPTION: Records include, but are not limited to case management, child welfare services face sheet, worker activity and contacts, Foster Care Review Board (FCRB) court orders, recommendations, case plan, child and safety assessment plan case staffing, children's placement plan(s) medical information and/or special needs, school records, IV-E/ funding, IV-E, Medicaid and child support, central registry, and any related correspondence. Used to track foster parent activity. Records produced and maintained per Section 4 Chapter 12.3 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 820

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Interstate Compact for Placement of Children (ICPC)

CUTOFF: EOCY

DESCRIPTION: These are the original ICPC files which are processed at the Central Office level and used by personnel at Central Office. Records include the application and correspondence paperwork between states, and not the case management records maintained by field personnel. Per Section 4 Chapter 25 of the Child Welfare Policy Manual.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 815

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Interstate Compact on Adoption and Medical Assistance (ICAMA) and Inter-departmental Initiative Medicaid Billing Residential Assistance (RA)

CUTOFF: EOSFY

DESCRIPTION: Provides Medicaid coverage to eligible adoption subsidy children when families move across state lines. The following forms are to be used to share information between member states: ICAMA Form 6.01, Notice of Medicaid Eligibility/Case Activation. One copy of the current Adoption Subsidy Contract and Amendment (mandatory); One copy of the adoption decree (optional); and One copy of the child's birth certificate (optional). Per Section 4 Chapter 25 Subsection 7 of the Child Welfare Manual.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18554

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Merit Registers

CUTOFF: EOSFY

DESCRIPTION: Contains copies of completed merit registers and correspondence to applicants, interview packets which contain background checks and merit certifications for job openings.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23384

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Residential Child Care and Child Placing Agency Licensing Records

CUTOFF: EOSFY in which license is closed

DESCRIPTION: Pertains to any residential child care agency and/or child placing agency license that has been closed, including, satellite foster homes, group foster homes, and residential treatment facilities that are licensed by the Children's Division. Records produced and maintained per Section 5 Chapter 4.2.8 of the Child Welfare Manual.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21027

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Children's Division

Sub-Section:

TITLE: Terminated Foster/Relative/Kinship Parent Records Due to Revocation or Denial of License

CUTOFF: EOCY in which termination occurs

DESCRIPTION: Records of foster parents which were terminated as a result of revocation or denial of initial licensing. To include, but are not limited to a summary of the licensing rules, a copy of the Child Abuse/Neglect Investigation/Family Assessment Summary (CPS-1) and Safety Assessment (CD-17), a copy of the home assessment, Notification of Resource Home Adverse Action Letter Form CS-20a of adverse action taken and of procedure for fair hearing. Section 6 Chapter 3.1 and Section 5 Chapter 4.2.5 of the Child Welfare Manual.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23776

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Withdrawn Residential Child Care and Child Placing Initial Applications

CUTOFF: EOCY in which application is withdrawn

DESCRIPTION: Records include request of a residential child care facility or child-placing agency applicant that no longer wishes to pursue the application prior to issuance of an initial permit. The licensing staff documents this request, confirms that no children are in care of the facility and may close the case unless negative action is warranted. Records produced and maintained per Section 5 chapter 4.2.8 of the Child Welfare Manual.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21028

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013