

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

March 29, 2004

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS
AND CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: UNABLE TO LOCATE FAMILY RECORDS

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

Chapter 4, Section 5 "Record Retention and Expungement" in the Child Welfare Manual has been revised to reflect the type of individuals who may request Child Abuse and Neglect case record information. The current policy regarding expungement of case records that cannot be located remains in effect.

If the physical case record cannot be located, staff should expunge the information in the Child Abuse and Neglect automated system using the AEXP (Child Abuse/neglect Expunge) transaction. However, data in the CA/N automated system should be expunged only after a thorough and complete search for the physical case record has been conducted.

NECESSARY ACTION:

1. Review Section 5.4.1.4 of the Child Welfare manual with all Children's Division staff;
2. All questions as related to these policy changes should be cleared through normal supervisory channels.

FS:BH:ct