

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 21, 2009

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CASE RECORD RETENTION AND EXPUNGEMENT FOR NON-CA/N CASES

DISCUSSION:

The purpose of this memorandum is to notify staff that an update has been made to the Child Welfare Manual to further clarify the case record retention standard for all closed FCS cases, including those opened for non-CA/N reasons. In accordance with [CD06-27](#) all closed FCS cases will be retained indefinitely, regardless of the reason they were opened. Although the FACES system performs electronic expungement of all applicable unsubstantiated investigations and referrals, the system maintains all FCS records indefinitely.

NECESSARY ACTIONS:

1. Please review this memorandum with all Children's Division Staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:
 Scott B. Montgomery, PDS
 573-526-5408
Scott.B.Montgomery@dss.mo.gov

DEPUTY DIRECTOR
 Melody Yancey
 573-751-3171
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CHILD WELFARE MANUAL REVISIONS:

[Section 5 Chapter 4.2 Case Record Maintenance Record Retention and Expungement](#)

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

N/A

What's Inside:
 Update to Case Record Retention
 and Expungement for Non-CA/N
 Cases

RELATED STATUTE: N/A
ADMINISTRATIVE RULE N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A
FACES REQUIREMENTS N/A