



Practice Points

Record Retention and Expungement Intensive In-Home Services and Intensive Family Reunification Services

All Intensive In-Home Services information should be filed with a white cover sheet denoting it as the Intensive In-Home Services section. The IIS section will be filed in the Family Centered Services case record. Closed FCS records will be retained indefinitely.

All Intensive Family Reunification Services information will be filed with a white cover sheet denoting it as the Intensive Family Reunification Services section. The IFRS section will be filed in the Family-Centered Out-of-Home Care (FCOOHC) case record. Closed FCOOHC case records will be retained indefinitely.

Record retention and expungement of IIS and IFRS records will be compliant with applicable FCS and FCOOHC policy.

<http://www.dss.mo.gov/cd/info/cwmanual/section5/ch4/sec5ch4index.htm>