

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

September 09, 2010

What's Inside:
Residential Licensing Record
Maintenance and Retention

MEMORANDUM

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: RESIDENTIAL LICENSING RECORD MAINTENANCE AND
RETENTION

DISCUSSION:

The purpose of this memorandum is to inform staff that the Child Welfare Manual has been updated to include case record maintenance and retention guidelines for residential child care and child placing agency licensing records. In accordance with the revised policy:

- All open or active residential licensing records will be retained indefinitely;
- All closed residential licensing records will be retained for a period of **ten (10)** years following the closure of a licensed facility, after which time those records will be destroyed;
- All **voluntarily** withdrawn residential child care and/or child placing agency's initial applications will be retained for a period of **ten (10)** years, after which that time the record will be destroyed; and,
- Any residential child care agency and/or child placing agency license that has been denied, involuntarily suspended or revoked shall be retained forever. The Division shall retain the Resource Home Adverse Action Report, CS-20, the due process letter(s), supporting documentation for the adverse action, and any appeal information.

These retention guidelines are effective with the date of this memorandum.

NECESSARY ACTION

1. 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	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 5 Chapter 4 Overview Section 5 Chapter 4.2 Retention and Destruction – Other Records	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
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	