

Department of Children, Youth, and Families

Records Retention Schedule

Approved July 2002 & Amended 12.2012 & 2.2014

DCYF1 Family Services Case Records

Documents individual children and their family's involvement with DCYF. Includes intake reports, educational records, court orders and correspondence, medical information, daily case activity notes, and case plans.

Retention: Permanent.

DCYF2 Service Provider Licensing Records (amended 2.2014)

Documents the process to license, certify, or otherwise approve or subsidize childcare facilities. Service providers include day care centers and homes, foster homes, child placing agencies and adoption services, and others. Includes applications, evaluation checklists, fire inspections, compliance, checklists, home study reports, narrative reports, staff clearances, copies of approved licenses and certifications, and related correspondence.

Note: Records may help support facility fiscal contracts and agreements records held by DCYF Management and Budget.

Retention: Retain twenty (20) years after last contact.

DCYF3 Service Provider Review Records

Documents the monitoring of child service providers for contract compliance purposes. Includes incident reports, demographic reports, census reports, children's global assessment scale reports, outcome of treatment measure reports, and related correspondence.

Retention: Retain ten (10) years after performance of the contract and any actions upon the contract have been finalized.

DCYF4 Child Placement Records

Documents authorizations or subsidies for children qualified for specific behavioral health programs or funding sources such as Medicaid. Includes case information, clinical evaluations, reports for waivers and extensions, secondary copies of authorizations, and related correspondence.

Note: Final assessment reports are kept in DCYF Family Services Case Files maintained by individual social workers.

Retention: Retain until the child involved reaches age twenty-one (21) plus three (3) years.

DCYF5 Child Placement Review Records

Documents the monitoring of cases involving children placed in homes or institutions by order of the Family Court. Includes case plans, interview invitee lists, interview notes, case support documentation and final administrative review reports.

Note: Other documents are duplicative of case record documents, and are maintained as part of other record series.

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Retention: Retain until the child involved reaches age twenty-one (21) plus three (3) years.

DCYF6 Child Abuse and Neglect Complaint Investigation Files
(amended 12/2012)

The Department's Child Protective Services program is comprised of child protection investigations and screening/intake program units. This program is staffed by child protective investigators who specialize in the investigation of child abuse and neglects cases. The program's units respond to allegations of child abuse or neglect statewide. During the course of an investigation, the program's investigators determine if there is a preponderance of evidence that a child has been abused or neglected and if so, what actions are necessary to protect the child from further harm. Investigations result in conclusion either that an allegation is unfounded or founded.

This series documents complaints received and investigated by the unit. Records include intake notes and correspondence, complaint forms, background materials from family case files, interview notes, field safety assessments and risk profiles, medical reports, mental health reports, incident reports, temporary child custody documents, and final investigation reports. The series also contains records related to initial hot-line reports of child abuse and neglect, which includes, but may not be limited to, call notes, audiotapes of incoming telephone calls, and electronic/digital records of reports alleging child abuse or neglect.

Note: DCYF must take all necessary measures to ensure the continuing integrity, reliability, and readability of all records in this series, including especially electronic records, until the expiry of their retention periods.

a) Reports and documentation of unfounded allegations of abuse or neglect

Retention: Retain three (3) years after the date of a final determination by either the Family Court or the Department that the reported child abuse or neglect did not in fact occur.

Note: Records must be disposed of at this time in accordance with RIGL § 40-11-3, § 40-11-13.1. This includes any unfounded case documentation found on the RICHIST or other computer systems.

b) All records and documents of indicated investigations

Retention: Permanent.

Note: Indicated investigations are those investigations where a preponderance of evidence has been found to substantiate allegations of child abuse or neglect.

c) Initial hot-line reports alleging child abuse or neglect

Retention: Retain three (3) years from date of incoming report.

DCYF7 Claims and Disbursements Records

Documents claims made by DCYF to the federal government to initiate payroll payments to contracted and purchase of service vendors and foster and adoptive parents on the behalf of children who qualify for funding under Health and Human Services programs such as Title 18 and 19 (Medicaid) and Title 4E of the Social Security Act. The series also documents

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payments made by DCYF from federal grant discretionary funds, trust funds, or other funding sources for services for eligible children. Includes health service provider invoices, monthly billing detail statements, state bills to Medicaid, direct vendor payment plans, purchase orders, vendor census reports and related accountability documentation, A12T invoices, vouchers to Accounts and Control, child eligibility documentation, payment support materials, account reconciliation documentation, and related correspondence.

Note: While payments for contracted vendor payrolls may be paid with federal funds, the contracts are state contracts warranting a ten year retention period based on the statute of limitations per RIGL § 40-8.2-4.

Retention: Retain ten (10) years from date of disbursement.

DCYF8 Juvenile Probation and Parole Case Records

Documents the monitoring of individual juveniles who have been placed on probation or parole by the Family Court. Includes probation intake forms, conditions of probation, service plans, probation face sheets, progress summaries and notes, Family Court disposition sheets, release of information request forms, evaluations, Family Court violations of probation (VOP) filings, further orders of the court (FOC), disposition sheets terminating probation, and related correspondence.

Retention: Retain until the child involved reaches the age of twenty-one (21) plus ten (10) years.

DCYF9 Juvenile Interstate Compact Records

Documents Rhode Island's role in the monitoring of juveniles on probation in other states, but living or under the supervision of Rhode Island, as agreed to by compacts entered into by participating states. Includes probation intake forms, conditions of probation, service plans, probation face sheets, progress summaries and notes, Family Court disposition sheets, release of information request forms, evaluations, Family Court violations of probation (VOP) filings, further orders of the court (FOC), disposition sheets terminating probation, and related correspondence.

Note: The official case file for these juveniles remains with the other state.

Retention: Retain until the child involved reaches the age of twenty-one (21) plus ten (10) years.

DCYF10 Certificates of Records Destruction

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, § 42-8.1-10)

Retention: Permanent.

DCYF11 Adoption Records – Non-DCYF Adoptions

(new series added 12/2012)

This series contains the records of private child placement agencies licensed by the Department (see DCYF2). By state law (RIGL § 15-7.2-3) private agencies, upon their closure, must turn their records over to DCYF for permanent retention. The records agencies must maintain, as required by state regulation, include DCYF licenses and certifications, as well as documentation relating to each child's identity, current status, referral information, health and education records, and information concerning familial relationships. Also included may be documentation concerning critical events, contacts with social services, as well as case management related records.

Retention: Permanent.