



**Series** 1300: Records Management

**Policy Name** **Records Retention, Storage and Disposal**

**Policy Number** 1304

**Origination Date** 11/1/2013

**Revision Date:** 12/16/2019

**Regulation** CFOP 15-4

**Policy** It is the policy of Communities Connected *for Kids* to retain and dispose of official business records in accordance with applicable state regulations and procedures.

**Procedure:**

Retention

1. Communities Connected *for Kids* adheres to the retention and disposition requirements of official records as outlined in the master services agreement with the Department of Children and Families.
2. Client files are retained in their entirety within the FSFN system and no information in the record is to be removed or expunged, unless legally amended, ordered or directed to do so. The sole exception to FSFN storage are the following which are stored in accordance with Florida Statute 92.29 and F.A.C. Rule 1B-26.003, in hard copy in locked cabinets at the appropriate county service center:
  - a) Birth Certificates
  - b) Social Security Cards
  - c) Immunization records
  - d) Death Certificates
3. Historical records housed in the Archives Management or Agency Secure Knowledge (ASK) system will be evaluated to ensure all necessary records are transferred or already included in the child or family's FSFN record, as appropriate. Upon determination that the transfer or inclusion verification is complete, ASK and Archives management copies may be disposed of as duplicates.

Retention Schedule

1. The retention schedules are as outlined in CFOP 15-4, and include, but are not limited to, the following requirements for client records:
  - a) Adoption Records The records are maintained for life and are to never be destroyed.
  - b) Other Client Services Records- (Protective services, family support)  
The records are maintained until the youngest child in the case reaches the age of 30 years.
2. "u-systems" database
  - a) Records including FSFN extracts and other information contained in the CCKID's "u-systems" database, are considered to be duplicates as they are used in the creation of referrals and other notifications that ultimately result in completed records that are housed in their final form in the FSFN database. As such, records and information housed in u-systems may be disposed of



upon determination that they are obsolete and of no further administrative value. Such determination may be made in the calendar year following:

- (1) Closure of a protective investigations, protective services or family support services case with no further DCF, CCKids' or CCKids' subcontractor involvement.
- (2) Finalization of a child's adoption.

### Storage

1. All records and information, both active and inactive, will be stored with due consideration for security, confidentiality and final disposition.
2. All storage systems will be designed in such a manner as to be cost effective, to facilitate efficient access and with due consideration for the needs of the end user.
3. All storage media will be maintained in accordance with state and federal laws governing record security, and in such a manner as to secure and protect the information contained therein.

### Disposal

1. FSFN-housed records will not be disposed of by CCKids' employees.
2. Hard copy records will be disposed of only after verification of the retention schedule and with appropriate prior approval from the CCKids' records custodian, obtained from the Department of Children and Families. Prior to records disposition, Communities Connected *for Kids*' records custodian will ensure that the following information is documented and maintained on a disposal log, if applicable:
  - a. Box #
  - b. Box ID
  - c. Box Description
  - d. Expire Date
  - e. Create Date
  - f. Retrieved Date
  - g. Name Out
  - h. Permanently Deleted (from AM)
  - i. Inventory (details of what is in each box and status, such as shredded or uploaded)
3. ASK records will be disposed of as duplicates following verification that records are complete and present in FSFN. A log of ASK records that have been uploaded into FSFN will be maintained as documentation.
4. u-systems records will be deleted by systems administrator or CCKids' subcontractor from the database as duplicates following the retention schedule above.
5. All records will be disposed of with appropriate security to ensure confidentiality.

Approved:  \_\_\_\_\_  
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Carol Deloach, CEO

