

State of Tennessee
Department of Children's Services (DCS)
Records Retention
Child/Youth Records

RDA #	Child/Youth Record Series Title/Description/Disposition
1246	<p>SEALED ADOPTION FILES:</p> <p>APPROVED: APRIL 18TH, 2023</p> <p>SEALED ADOPTION FILES MAY CONTAIN FORMS, DOCUMENTS, REPORTS, SUMMARIES, CORRESPONDENCE, LEGAL DOCUMENTS, BIRTH CERTIFICATES AND OTHER VITAL INFORMATION RELATED TO THE ADOPTION OF A CHILD WITHIN THE STATE OF TENNESSEE.</p> <p><u>DISPOSITION:</u> HOLD IN DCS OFFICES UNTIL FINAL DECREE OF ADOPTION, THEN TRANSFER TO STATE RECORD CENTER FOR PERMANENT RETENTION IN ACCORDANCE WITH TCA 36-1-1 26. AFTER 100 YEARS, TRANSFER PAPER RECORDS TO STATE LIBRARY AND ARCHIVES. ELECTRONIC RECORDS ARE MAINTAINED IN TFACTS (TENNESSEE FAMILY AND CHILD TRACKING SYSTEM) UNDER RDA 11172 AND MARKED AS RESTRICTED, PREVENTING FURTHER ACCESS BY STAFF.</p>
2984	<p>CLOSED CHILD WELFARE BEBENEFIT/ADOPTIONS ASSISTANCE CASE FILES:</p> <p>APPROVED DATE: April 22nd, 2019</p> <p>TO HELP DETERMINE IF A STATE IS IN COMPLIANCE WITH THE FEDERAL IV-E CHILD ELIGIBILITY REQUIREMENTS AND TO VALIDATE THE BASIS OF A STATE'S FINANCIAL CLAIMS TO ENSURE THAT APPROPRIATE PAYMENTS WERE MADE ON BEHALF OF ELIGIBLE HOMES AND INSTITUTIONS. CS-0460 INTENT TO ADOPT PLACEMENT AGREEMENT(PART 1) AND APPLICATION FOR ADOPTION ASSISTANCE(PART 2), AND CS-0674 SPECIAL OR EXTRAORDINARY BOARD RATE REQUEST AND THE ACCOMPANYING DOCUMENTATION(ADOPTION ASSISTANCE CASE FILE(RECORD) PER ADMIN. ETC.</p> <p><u>DISPOSITION:</u> Counsel of Accreditation requires that Department of Children Records maintain records until ACV reaches age of majority (age 18) or 7yrs after case closure, whichever is longer. Due to legal needs, records will be maintained until age 19. Any child receiving services from DCS can bring legal action up to age 19. (Example: If child is age 3, agency will hold that record until the child's 19th birthday and destroy the record at that time. If the child is age 16, the record will be held 7 years from closure so that record will not be destroyed until that child reaches age 23)</p>

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2993	<p>CLOSED CHILD SAFETY CASE MANAGEMENT FILES:</p> <p>APPROVED DATE: APRIL 18TH, 2023</p> <p>CLOSED CHILD PROTECTIVE SERVICES (CPS)/DEPARTMENT OF CHILDREN SERVICES (DCS) ASSESSMENT FILES (CPS), FAMILY SUPPORT SERVICES (FSS), SPECIAL INVESTIGATIONS UNIT (SIU), PREA INVESTIGATIONS AND FAMILY CRISIS INTERVENTION PROGRAM (FCIP) OF CHILD FATALITY, CHILD SEXUAL, SEVERE PHYSICAL, PHYSICAL, MEDICAL, EMOTIONAL ABUSE, MORAL ABUSE, AND NEGLECT. DOCUMENTATION OF INVESTIGATION ACTIVITIES, E.G., INTERVIEWS, EVALUATIONS, ETC.</p> <p>DISPOSITION: CASE RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED UNTIL THE YOUNGEST ALLEGED CHILD VICTIM'S (ACV) 19TH BIRTHDAY THEN DESTROYED. IF THE CASE RECORD CLOSES WITHIN 7 YEARS OF THE YOUNGEST ACV'S 19TH BIRTHDAY OR AFTER THE YOUNGEST ACV'S 19TH BIRTHDAY, RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED 7YRS THEN DESTROYED.</p>
2982	<p>CLOSED DCS-HOME COUNTY CHILD CASE FILES:</p> <p>APPROVED DATE: June 22nd 2016</p> <p>"ORIGINAL" CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN. CASE RECORDINGS/NOTES, DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER. PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON SOCIAL SERVICES AND JUVENILE JUSTICE CHILDREN NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.</p> <p>DISPOSITION: CASE RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED UNTIL THE YOUNGEST ALLEGED CHILD VICTIM'S (ACV) 19TH BIRTHDAY THEN DESTROYED. IF THE CASE RECORD CLOSES WITHIN 7 YEARS OF THE YOUNGEST ACV'S 19TH BIRTHDAY OR AFTER YOUNGEST ACV'S 19TH BIRTHDAY, RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED 7YRS THEN DESTROYED</p> <p>NOTE: THESE RECORDS ARE NOW CREATED UNDER RDA 11016 CLOSED FAMILY CASE FILES. NO NEW HOME COUNTY CHILD CASE FILES ARE BEING CREATED.</p>
2875	<p>CLOSED DCS-RESIDENTIAL TREATMENT FACILITIES CHILD FILES:</p> <p>APPROVED DATE: JUNE 22ND, 2016</p>

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	<p>ORIGINAL CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, PERMANENCY PLAN, DISCIPLINARY REPORTS, PHOTOGRAPHS, AND OTHER MISCELLANEOUS INFORMATION, BUT NOT TO INCLUDE SPECIFIC EDUCATIONAL RECORDS, SPECIFIC MEDICAL RECORDS, OR CASE RECORDINGS/NOTES ON A CHILD NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.</p> <p><u>DISPOSITION:</u> CASE RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED UNTIL THE YOUNGEST ALLEGED CHILD VICTIM'S (ACV) 19TH BIRTHDAY THEN DESTROYED. IF THE CASE RECORD CLOSURES WITHIN 7 YEARS OF THE YOUNGEST ACV'S 19TH BIRTHDAY OR AFTER THE YOUNGEST ACV'S 19TH BIRTHDAY, RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED 7YRS THEN DESTROYED.</p>
11016	<p>CLOSED FAMILY CASE FILES:</p> <p>APPROVED DATE: May 22nd, 2019</p> <p>THE RECORDS ARE GENERATED BY DCS CASE MANAGERS WITHIN THE NORMAL COURSE OF BUSINESS. THESE FILES MAY INCLUDE THE FOLLOWING INFORMATION FROM EVERY MEMBER OF THE FAMILY BEING SERVED: SOCIAL HISTORY, MEDICAL HISTORY, EDUCATION, LEGAL DOCUMENTS, PLACEMENT AGREEMENTS, DRUG AND ALCOHOL ASSESSMENTS, COPIES OF BIRTH CERTIFICATES, COPIES OF SOCIAL SECURITY CARDS AND CASE RECORDINGS.</p> <p><u>DISPOSITION:</u> CASE RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED UNTIL THE YOUNGEST ALLEGED CHILD VICTIM'S (ACV) 19TH BIRTHDAY THEN DESTROYED. IF THE CASE RECORD CLOSURES WITHIN 7 YEARS OF THE YOUNGEST ACV'S 19TH BIRTHDAY OR AFTER THE YOUNGEST ACV'S 19TH BIRTHDAY, RECORDS WILL BE CUT OFF AT CLOSURE AND RETAINED 7YRS THEN DESTROYED.</p>
11172	<p>TFACTS:</p> <p>APPROVED DATE: JUNE 22ND, 2016</p> <p>STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM (SACWIS) THAT INCLUDES CASE MANAGEMENT FOR CHILD PROTECTIVE SERVICES, FOSTER CARE, JUVENILE JUSTICE, FOSTER HOMES, ADOPTIVE HOMES AND ADOPTION CASE FILES. THE TFACTS APPLICATION HOUSES ELECTRONIC DATA RELATED TO THE TRACKING AND CASE OF CHILDREN IN STATE CUSTODY, AND THOSE AT JEOPARDY OF BEING IN STATE CUSTODY, ALONG WITH SUPPORTING INFORMATION ABOUT THE SOCIAL WORKERS SUPPORTING THOSE CHILDREN. THIS DATA IS CONTAINED IN PRODUCTION ORACLE DATABASES.</p> <p><u>DISPOSITION:</u> PERMANENT RETENTION</p>

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11187	<p>CISCO CALL RECORDING SYSTEM</p> <p>APPROVED DATE: MARCH 27TH, 2017</p> <p>THE CISCO PHONE SYSTEM RECORDS INTAKE CALLS OF ALLEGED CHILD ABUSE AND NEGLECT THAT ARE PLACED TO THE STATE OF TENNESSEE CHILD ABUSE HOTLINE.</p> <p><u>DISPOSITION:</u> AT THE CONCLUSION OF THE PHONE CALL. NO OTHER DATA IS ADDED TO THE RECORDING ONCE THE CALL HAS BEEN TERMINATED. AS THESE RECORDINGS ARE TRANSCRIBED INTO THE TFACTS SYSTEM RDA 11172 AND THAT TRANSCRIPTION IS MAINTAINED THERE FOR A PERIOD OF 99 YEARS, THE ACTUAL RECORDING ONLY NEEDS TO BE MAINTAINED FOR 5 YEARS.</p>