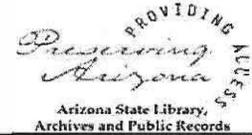




**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**Schedule Number:
999-15-3**

**Department of Child Safety
Child Safety Operations**

- Authority:** Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal.
- Only the Arizona State Library, Archives and Public Records has the authority to extend or decrease records retention periods. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule, contact the Records Management Center to request a change to the retention period.
- Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the Report/Certificate of Records Destruction. All records disposed under this schedule must be reported on the Report/Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Report/Certificate of Records Destruction when they are disposed.
- Supersedence:** This schedule supersedes Economic Security, Division of Children, Youth and Families, Schedule # 37-11-81, 10/26/11.

Approval/Recommended by: <i>Michael Yearsley</i>	Date: <i>7/24/14</i>	Approval Authorized by: <i>Joan Clark</i>	Date: <i>7-28-2014</i>
Michael Yearsley, Records Officer, Department of Economic Security		Joan Clark, State Librarian and Director, Library, Archives & Public Records	
Retention review and approval by: <i>Karen C. Gray</i>	Date: <i>7/28/14</i>	Archival review and approval by: <i>Melanie Sturgeon</i>	Date: <i>7/28/2014</i>
Karen C. Gray, Records Manager, Records Management Center		Melanie Sturgeon, State Archivist & Director, Archives & Records Management	

RECORDS MANAGEMENT CENTER

**Records Retention Schedule for
Department of Child Safety
Child Safety Operations**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Comments</u>
1.	<u>Reports</u> CPSCR (database) Substantiated including secondary reports and status communications.	-	After youngest child victim turns 18 years of age
2.	CHILDS Electronic Reports Prior to 9/1/1999 a. Non-Substantiated Reports (including secondary reports and status communications) b. Substantiated Reports (including secondary reports and status communications)	5 -	After date of report After youngest child victim turns 18 years of age
3.	CHILDS Electronic Reports on or After 9/1/1999 a. Non-Substantiated Reports (including secondary reports and status communications) b. Substantiated Reports (including secondary reports and status communications)	5 25	After date of report After date of report
4.	<u>Records</u> Child Protective Services Records Prior to 9/1/1999 a. Substantiated b. Removal/Dependency c. Non-substantiated (no removal or dependency) d. Young Adult Program (YAP) Cases	- - 5 7	After youngest child victim turns 18 years of age After youngest child victim turns 18 years of age After case closed After child turns 18 years of age
5.	Child Protective Services Records on or After 9/1/1999 a. Substantiated b. Removal/Dependency c. Non-substantiated (no removal or dependency)	25 25 5	After date of report After date of report After case closed

**Records Retention Schedule for
Department of Child Safety
Child Safety Operations**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Comments</u>
6.	Protective Services Review Team (PSRT) Administrative Appeals Records	5	After case closed
7.	Interstate Compact Placement of Children (ICPC) Records	5	After case closed
8.	Interstate Compact Adoption Case Records	99	After case closed
9.	Out-of-Town Inquiry (OTI) Records	5	After case closed
10.	Adoption Home Study Records	5	After calendar year created or received
11.	Adoption Placement Records	99	After case closed
12.	Adoption Subsidy Records	5	After case closed
13.	Foster Home Licensing Records	10	After calendar year closed
14.	Foster Home Payment Records	5	After case closed
15.	Adoption and Guardianship Subsidy Payment Records	5	After case closed
16.	Computer Access Forms	5	After employee leaves division
17.	Child Abuse Hotline Recordings	6 months	After date recorded
18.	Child Abuse Hotline Communications	5	After date recorded
19.	Title IV-E Eligibility Records	5	After case closed
20.	Contract Payment Records	6	After fiscal year created or received

Disposition Schedule for

DCS00-CSO00

Department of Child Safety
Child Safety Operations

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Child Protective Services Records Prior to 9-1-1999, Substantiated	441	163301, 173301, 183301, 193301, 636689	0	-	-	After youngest child turns 18 years of age	999-15-3, Item 4.a
Child Protective Services Records Prior to 9-1-1999, Removal/Dependency	442		0	-	-	After youngest child turns 18 years of age	999-15-3, Item 4.b
Child Protective Services Records Prior to 9-1-1999, Non-substantiated	443		1	4	5	After case closed	999-15-3, Item 4.c
Child Protective Services Records On or After 9-1-1999, Substantiated	444	106089	1	24	25	After date of report	999-15-3, Item 5.a
Child Protective Services Records On or After 9-1-1999, Removal/Dependency	445		1	24	25	After date of report	999-15-3, Item 5.b

Disposition Schedule for

Department of Child Safety
Child Safety Operations

DCS00-CSO00

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Child Protective Services Records On or After 9-1-1999, Non - substantiated	446	008125	1	4	5	After case closed	999-15-3, Item 5.c
Interstate Compact Adoption Case Records	447	163317	1	98	99	After case closed	999-15-3, Item 8
Out-of-Town Inquiry (OTI) Records	448	005727	1	4	5	After case closed	999-15-3, Item 9
Adoption Home Study Records	449	130476	1	4	5	After calendar year created or received	999-15-3, Item 10
Adoption Placement Records	450	243317	1	98	99	After case closed	999-15-3, Item 11
Adoption Subsidy Records	451		2	3	5	After case closed	999-15-3, Item 12
Foster Home Licensing Records	452	459025	1	9	10	After calendar year closed	999-15-3, Item 13

DCS00-CSO00

Disposition Schedule for

Department of Child Safety
Child Safety Operations

DCS00-CS000

<i>Record Series</i>	<i>New RS Code</i>	<i>Old RS Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Foster Home Payment Records	453	153325	2	3	5	After case closed	999-15-3, Item 14
Adoption and Guardianship Subsidy Payment Records	454	140952	2	3	5	After case closed	999-15-3, Item 15
Computer Access Forms	455	288038	1	4	5	After employee leaves division	999-15-3, Item 16
Child Protective Services Records Prior to 9-1-1999, Young Adult Program (YAP)	757		1	6	7	After child turns 18 years of age	999-15-3, Item 4.d
Contract Payment Records	759		1	5	6	After fiscal year created or received	999-15-3, Item 20
Contract Records and Associated Documents	MGT-10		1	5	6	After fiscal year contract expired,	000-12-16, Item 7

DCS00-CS000

Disposition Schedule for

Department of Child Safety - Child Safety
Operations

DCS00-CS000

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
Title IV-E Eligibility Records	907		0	5	5	After case closed	999-15-3, Item 19
Interstate Compact Placement of Children (ICPC) Records	908		0	5	5	After case closed	999-15-3, Item 7
Protective Services Review Team (PSRT) Administrative Appeals Records	909		0	5	5	After case closed	999-15-3, Item 6