

33.1 Records Management

Application: To All Department of Children's Services Employees

Authority: TCA 10-7-301; 10-7-304; 37-5-105 (3), 37-5-106	Standards: COA: PA-RPM 6.01, 6.02, 6.03, 6.04, 6.05
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Commissioner:	Date:
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Original Effective Date: 05/01/99 Current Effective Date: 10/29/18	Supersedes: DCS 7.12 07/01/13 Last Review Date: 07/01/13
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Glossary:

None

Policy Statement:

The Department of Children's Services (DCS) develops and implements records management operating procedures governing the disposition of departmental record holdings in all media.

Purpose:

To provide guidelines for records information management, storage, retrieval, and review.

Procedures:

A. DCS Management

DCS management ensures that efficient and cost-effective records and information management procedures are followed in order to make records readily accessible, protect the safety and integrity of documents and data, eliminate paper and electronic clutter, minimize and consolidate form usage, reduce operating costs, lessen storage requirements, free up memory capacity, and ensure compliance with legal and statutory requirements.

B. Office of Records Management

The Office Of Records Management, by direction of the Commissioner and in conjunction with General Counsel, are the primary records and information management unit for DCS, and perform the following responsibilities:

- a)** Develop and maintain an active records management program;

- b)** Develop policies and assist in the establishment of approved record retention schedules for all DCS divisions, regional offices, and juvenile justice facilities;
- c)** Maintain current retention schedules, Record Disposition Authorizations (RDAs) and comprehensive inventories, regardless of media, for DCS records stored in both on-site and off-site state and non-state owned buildings;
- d)** Represent DCS before the Public Records Commission regarding departmental records management policies and procedures and requests for record dispositions;
- e)** Coordinate activities to increase records management awareness and training for agency employees;
- f)** Assist in identifying and preserving historical records;
- g)** Assist in identifying records critical to disaster recovery and contingency planning;
- h)** Serve in an advisory capacity for information systems that store, retrieve, report, and review client information;
- i)** Assist DCS divisional offices, regional offices, and juvenile justice facilities with destruction, off-site storage, and disaster recovery services;
- j)** Prepare Annual Records Holding Report; and
- k)** Serve as agency liaison on records management issues.

C. Records Officer

The DCS records officer (DRO), as designated by the Commissioner, coordinates retention schedule requests with the Records Management Division of the Secretary of State and assists in the development of DCS records management policies and procedures.

Forms:

None

Collateral Documents:

None