

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

Administrative Records

RDA #	ADMINISTRATIVE RECORDS SERIES TITLE/DESCRIPTION/DISPOSITION
2899	<p>DCS SAFETY PROGRAM FILES:</p> <p>APPROVED DATE: SEPT. 20TH, 2020</p> <p>RECORDS MAY CONTACT FAIR AND OCCUPATIONAL SAFETY PROGRAM INFORMATION, I.E. EVACUATION AND CONTINGENCY PLANS, FIRE EXIT DRILLS, SPECIALIZED INSPECTIONS, TRAINING, MEMOS STATE AND LOCAL COMPLIANCE, FOR DCS FACILITIES</p> <p><u>DISPOSITION:</u> THE FILES ARE TO BE CUT OFF AT THE END OF THE CALENDAR YEAR, MAINTAINED FIVE YEARS, THEN DESTROYED</p>
2888	<p>FOOD SERVICES PROGRAM FILES:</p> <p>APPROVED DATE: JUNE 22ND, 2016</p> <p>FOOD SERVICE PROGRAM INFORMATION ON MINIMUM DIETARY REQUIREMENTS, I.E., FISCAL EXPENDITURES, NUMBER OF MEALS SERVED ETC., AT RESIDENTIAL TREATMENT FACILITIES.</p> <p><u>DISPOSITION:</u> THE FILES ARE CUT OFF AT THE END OF EACH FISCAL YEAR, MAINTAINED IN AGENCY FIVE (5) YEAR(S), THEN DESTROYED.</p>
11017	<p>DCS ATTORNEY NOTES:</p> <p>APPROVED DATE: NOVEMBER 20th, 2013</p> <p>NOTES, LEGAL DRAFTS, COMMUNICATIONS AND HAND WRITTEN DOCUMENTATION GENERATED IN THE NORMAL COURSE OF BUSINESS BY DCS ATTORNEYS CONCERNING DCS LEGAL MATTERS. THESE RECORDS MAY ALSO CONTAIN COPIES OF</p>

	<p>INVESTIGATION INFORMATION, CHILD SPECIFIC INFORMATION AND FAMILY SPECIFIC INFORMATION.</p> <p><u>DISPOSITION:</u> THE FILES ARE CUT OFF AT THE END OF THE FISCAL YEARS FOLLOWING THE LAST COURT ACTION COMPLETED, MAINTAINED FIVE (5) YEARS, THEN DESTROYED BY STATE APPROVED METHODS.</p>
2925	<p>INTERNAL AFFAIRS INVESTIGATIONS</p> <p>APPROVED DATE: NOV 3RD, 2016</p> <p>ORIGINAL INVESTIGATIVE CASE FILE RECORDS OF COMPLETED REPORTS OF STAFF/STUDENT ALLEGATIONS OF EMPLOYEE MISCONDUCT, CRIMINAL ACTIVITY, DCS POLICY OR PROCEDURE VIOLATIONS, CHILD ABUSE, USE OF FORCE, STATEMENTS, AFFIDAVITS AND EVIDENCE</p> <p><u>DISPOSITION:</u> THE FILES WILL BE CUT OFF ON THE INVESTIGATION CLOSURE DATE, MAINTAINED IN AGENCY FOR FIVE (5) YEARS, THEN DESTROY BY STATE APPROVED METHODS.</p>
11297	<p>CLOSED DCS DUE PROCESS FILES</p> <p>APPROVED DATE: OCT 30TH, 2018</p> <p>DOCUMENTS THAT MAY BE INCLUDED IN THIS RECORDS SERIES INCLUDE BUT ARE NOT LIMITED TO REBUTTAL DOCUMENTATION, PHYSICAL EVIDENCE (E.G. DVDS AND BOUND REVIEW CONTENT), CORRESPONDENCE RECEIVED VIA FAX, COPIES OF EMAILS AND POSTAL SERVICE MAIL, PROOF OF RECEIPT RETURNED AS A PART OF SAID POSTAGE THROUGH THE USPS (WHICH IS REQUIRED DOCUMENTATION PER STATE RULES), AND OTHER DOCUMENTATION RESULTING FROM THE APPEAL ACTIONS (I.E. ORDERS AND NOTIFICATIONS ISSUED BY THE ADMINISTRATIVE LAW JUDGE, JUVENILE COURT OR CRIMINAL COURT ORDERS, ETC.)</p> <p><u>DISPOSITION:</u> CUT OFF AFTER ALL DUE PROCESS STEPS HAVE BEEN COMPLETED, MAINTAIN FOR SEVEN (7) YEARS, THEN DESTROY BY STATE APPROVED METHODS.</p>
11385	<p>CLOSED DCS PROVIDER MONITOR FILES</p>

	<p>APPROVED DATE: SEPT 21ST, 2020</p> <p>RECORDS ARE GENERATED BY PROVIDER MONITOR STAFF MEMBERS. THESE RECORDS INCLUDE DOCUMENTATION, REPORTING TOOLS, EMAILS AND CORRESPONDENCE FOR CUSTODIAL AND NON-CUSTODIAL SERVICE PROVIDERS THAT CONTRACT WITH THE DEPARTMENT OF CHILDREN'S SERVICES.</p> <p><u>DISPOSITION:</u> PAPER RECORDS ARE GENERATED FROM VARIOUS REPORTING TOOLS AND CORRESPONDENCE. THE GENERATED DATA IS USED TO PRODUCE REPORTS THAT ARE RECEIVED ELECTRONICALLY AND MAINTAINED ON A SHARED DIRECTORY LOCATED AT EI01SDCWF00001.NET.ADS.STATE.TN.US\EXECUTIVE\RISK MANAGEMENT\PROGRAM ACCOUNTABILITY REVIEW. THE PAPER RECORDS AND RECEIVED ELECTRONIC REPORTS ARE CUT OFF AT THE END OF THE FISCAL YEAR, MAINTAINED FOR FIVE YEARS, THEN DESTROYED BY STATE-APPROVED METHODS.</p>
11387	<p>CONTINUOUS QUALITY IMPROVEMENT (CQI) MEETING MINUTES:</p> <p>APPROVED DATE SEPT 21ST, 2020</p> <p>CQI (CONTINUOUS QUALITY IMPROVEMENT) MEETING MINUTES ARE CREATED DURING EACH CQI MEETING. MEETING MINUTES MAY INCLUDE TEAM ISSUES, PERFORMANCE ISSUES, DISCUSSION ON IMPROVEMENT IN OUTCOMES FOR FAMILIES, PROPOSED SOLUTIONS, DISCUSSIONS OF BARRIERS, ACTION ITEMS, STEPS TO ACTION COMPLETION.</p> <p><u>DISPOSITION:</u> RECORDS ARE TO BE STORED IN A SHARED DIRECTORY UNDER EI01SDCWF00001.NET.ADS.STATE.TN.US\PUBLIC\QUALITY CONTROL\CONTINUOUS QUALITY IMPROVEMENT\CENTRAL OFFICE. ALL REGIONS HAVE AN ASSIGNED FOLDER TO CONTAIN THE CQI MINUTES FOR THAT REGION. THESE MINUTES ARE COMPILED IN A CENTRAL OFFICE FOLDER. MINUTES FROM THE REGIONAL FOLDER WILL BE DELETED WHEN NO LONGER NEEDED. MINUTES CONTAINED IN THE CENTRAL OFFICE FOLDER</p> <p>DISPOSITION: RECORDS WILL BE CUT OFF AT THE END OF THE CALENDAR YEAR, MAINTAINED 5 YEARS, THEN DELETED.</p>
11391	<p>DCS Provider Quality Team Files</p>

	<p>APPROVED DATE 05/04/2021</p> <p>DCS PROVIDER QUALITY TEAM FILES ARE CREATED BY THE PROVIDER QUALITY TEAM (PQT), FOSTER HOME QUALITY TEAM (FHQT) AND COMMUNITY SERVICES QUALITY TEAM (CSQT). THESE FILES ARE CREATED BASED ON CONCERNS RAISED ABOUT RESIDENTIAL FACILITY PROVIDERS, FOSTER HOME PROVIDERS, AND COMMUNITY PROVIDER AGENCIES. THE FILES MAY CONTAIN MEETING MINUTES, QUARTERLY REPORTS, PROVIDER PERFORMANCE IMPROVEMENT PLANS (PPIP), DATA TRACKING SPREADSHEETS, PROVIDER SUMMARY REPORT, PROVIDER SITE VISIT REPORTS AND PHONE CONFERENCE MEETING MINUTES, MEDIA REQUESTS, AND EMAIL NOTIFICATIONS.</p> <p>DISPOSITION: RECORDS ARE TO BE STORED IN A SHARED DIRECTORY UNDER EI01SDCWF00001.NET.ADS.STATE.TN.US\PUBLIC\QUALITY CONTROL\PROVIDER AND FOSTER HOME QUALITY TEAM. EACH OF THE THREE TEAMS HAS A FOLDER: PROVIDER QUALITY TEAM (PQT), FOSTER HOME QUALITY TEAM (FHQT) AND COMMUNITY SERVICES QUALITY TEAM (CSQT). THE FILES WILL BE CUT OFF AT THE END OF CALENDAR YEAR FOLLOWING THE END OF THE DCS CONTRACT OR THE CLOSURE OF THE PROVIDER AGENCY, MAINTAINED 10 YEARS, THEN DESTROYED BY STATE APPROVED MEANS.</p>
<p>11404</p>	<p>CLOSED CHILD DEATH/ NEAR DEATH REVIEW FILES</p> <p>APPROVED DATE OCT 25TH, 2021</p> <p>THESE FILES ARE CREATED BU SAFETY ANALYSTS AND CHILD DEATH REVIEW TRIAGE. FILES MAY CONTAIN <u>COPIES</u> OF THE FOLLOWING INFORMATION: ABUSE REPORTS, MEDICAL RECORDS, AUTOPSY REPORTS, POLICE REPORTS, DATA ANALYSIS, MEETING MINUTES, DEMOGRAPHIC DATA, CASE NOTES AND FILE RUVIEW SUMMARIES IN RELATION TO THE DEATH OR NEAR DEATH OF A CHILD IN THE STATE OF TENNESSEE. THE RECORDS MAY ALSO CONTAIN QUARTERLY AND ANNUAL REPORTS (NOTE: DCS CHILD ABUSE INVESTIGATIONS CONCERNING THE DEATH OF NEAT DEATH OF A CHILD ARE MAINTAINED UNDER RDA 11172 TFACTS</p> <p>DISPOSITION: RECORDS ARE TO BE STORED IN A SHARED DIRECTOYR UNDER EI01SDCWF00001.NET.ADS.STATE.TN.US\CHILD</p>

	HEALTH\SAFETY ANALYSIS\CHILD DEATH REVIEW. THE FILES WILL BE CUT OFF AT THE END OF THE CALENDAR YEAR FOLLOWING THE PUBLISHING OF THE FILE REPORT, MAINTAINED 7 YEARS, THEN DESTROYED BY STATE APPROVED MEANS
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------