

This schedule applies to: Department of Children, Youth, and Families

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Children, Youth, and Families relating to the unique functions of providing services and resources to achieve optimal outcome for children, youth, and families. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously issued records retention schedules to the Department of Children, Youth, and Families are revoked. The Department of Children, Youth, and Families must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on June 5, 2019 to take effect on July 1, 2019.

Signature on File

**For the State Auditor:
Al Rose**

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**The State Archivist:
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REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	June 6, 2018 (effective July 1, 2018)	Initial agency schedule.
2.0	June 5, 2019 (effective July 1, 2019)	Major revision incorporating the transfer of additional functions such as juvenile rehabilitation from the Department of Social and Health Services.

For assistance and advice in applying this records retention schedule,
please contact the Department of Children, Youth, and Families' Records Officer
or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. AGENCY WIDE

This section covers records for agency-wide use relating to services provided by the Department of Children, Youth, and Families.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69384 Rev. 0	<p>Base Updates</p> <p>Provides documentation used to determine staff time spent on federal and state programs. Basis of claiming reimbursement from federal government for costs under the cost allocation plan.</p> <p>This includes such things as:</p> <ul style="list-style-type: none"> • Random Moment Time samples documents that Identifies activities claimable to federal funding sources. Result of the random moment time sampling of social service workers. • Documentation of the receipt of federal funds. Includes grant applications, budget, contracts, correspondence, audits and final project reports. • Group care annual time study. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 83-05-31847 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
19-07-69392 Rev. 0	<p>Fair Hearing Case Files (Judicial Appeal)</p> <p>Provides documentation to support fair hearing rulings appealed to Superior Court.</p> <p><i>Note: Files are arranged alphabetically.</i></p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 80-08-25431 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 10 years after appeal date</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69393 Rev. 0	<p><i>Fair Hearing Case Files (No Judicial Appeal)</i> Documents disposition of fair hearings in accordance with RCW 34.12. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Appellant's name, complaint, findings of facts in the case; • Final administrative decision and exhibits. <p><i>Note: Series contains confidential information.</i> <i>Note: Based on DAN 74-10-07101 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
19-07-69405 Rev. 0	<p><i>Voter Registration</i> Provides a record of the offer of voter registration assistance to clients and other visitors to the office. <i>Note: Based on DAN 97-10-58167 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 2 years after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM

2. BACKGROUND CHECK MANAGEMENT

This section covers records relating to background check services for DCYF providers and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69251 Rev. 0	<p><i>Background Check Authorization Forms and Results for Employed Individuals (Originating Office)</i></p> <p>Signed and completed Background Check Authorization Forms, Record of Arrest and Prosecution (RAP) sheets, supplemental information provided by the applicant or the Background Check Unit (BCU) and the background check result letters. These records for those hired must be stored together in a secure location separate from personnel files and other less confidential documents.</p> <p>Documents may include the person's:</p> <ul style="list-style-type: none"> • Name and alias names; • Date of birth; • Driver's license number; • Social security number; • Confidential criminal background information – may include public information such as state findings of abuse, neglect, and exploitation of vulnerable people. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 10-04-62157 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after superseded or separation from agency, <i>whichever is later</i></p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69252 Rev. 0	<p><i>Background Check Authorization Forms and Results for Individuals Not Employed (Originating Office)</i></p> <p>Signed and completed Background Check Authorization forms, Record of Arrest and Prosecution (RAP) sheets, supplemental information provided by the applicant or Background Check Unit (BCU), and the BCU result letters for individuals who had a background check completed but were NOT hired, must be stored together in a secure location.</p> <p>Documents may include the person's:</p> <ul style="list-style-type: none"> • Name and alias names; • Date of birth; • Driver's license number; • Social security number; • Confidential criminal background information – may include public information such as state findings of abuse, neglect, and exploitation of vulnerable people. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 10-04-62156 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after decision date <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69253 Rev. 0	<p><i>Background Check Authorization Forms and Results for Initial and Renewal of License, Contract, Certification, and Authorization of Unsupervised Access for Service Providers (Originating Office)</i></p> <p>Signed and completed background check authorization forms, Record of Arrest and Prosecution (RAP) sheets, supplemental information provided by the applicant or Background Check Unit (BCU) and the BCU result letters for applicants and potential and current service providers who completed an FBI background check for any purpose must be stored together in a secure location.</p> <p>Documents may include the person's:</p> <ul style="list-style-type: none"> • Name; • Date of birth; • Alias names; • Driver's license number; • Social security number; • Confidential non-public FBI background information. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 10-04-62158 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after termination of license, contract, certification, or authorization</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69263 Rev. 0	<p><i>National Crime Information Center (NCIC III) Background Checks Received for Child Protective Services (CPS) and Related Investigations and Emergency Placement for Unlicensed Relatives or Other Persons</i></p> <p>Documents include NCIC III results received from all field offices conducting CPS (purpose code C) and related investigations and emergent placements (purpose code X) for unlicensed relatives or other persons.</p> <p>NCIC III results received for both purposes must not be shared, copied or disseminated beyond DCYF, including the following:</p> <ul style="list-style-type: none"> • NCIC III data and supplemental information about NCIC III data provided under purpose codes C and X; criminal history result forms; • Completed criminal history summary forms in the assigning office folder located in the DCYF shared drive; • Notations of department action that includes NCIC III data; • Results of a character, competence and suitability assessment that includes NCIC data. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Based on DAN 10-04-62162 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 30 days after receipt of National Crime Information Center (NCIC III) information</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69270 Rev. 0	<p><i>Rejected Incomplete Background Check Authorization Forms</i></p> <p>Forms submitted by fax or mail missing critical information, are illegible, or have incorrect account numbers, which are rejected as incomplete. These documents are not usable after rejection decision is made and must be destroyed and replaced by the applicant.</p> <p>These documents may contain</p> <ul style="list-style-type: none"> • Name and alias names; • Date of birth; • Driver's license number; • Social security number; • Confidential background information disclosed by the applicant. <p><i>Note: Once application is rejected, applicant must submit a new application and a new query is performed. Applications that are accepted are covered under other Background Check Management series as appropriate.</i></p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 07-12-61664 granted to the Department of Social and Health Services.</i></p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

3. CASE RECORD MANAGEMENT

This section covers records relating to children’s case files.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69249 Rev. 0	<p><i>Adoption Support Applications (Withdrawn)</i></p> <p>Applications for adoption support with supporting documentation where applicants have withdrawn from the process.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Child's registration, DCYF 10-061; • Family's Application and request for Adoption Finalization Costs, DCYF 09-998; • Policy Exception Requests; • Copies of family's Federal Income Tax Returns; • Child's Medical Background and Family History, DCYF 13-041; • Worksheet, DCYF 09-997; • Medical or therapeutic Records; • Home Study; • Shared Planning, DCYF 14-474. <p>Adoption support services include financial assistance for the adoptive family for special needs children. A family may re-apply for services at any time during the adoptive child's minority. Adoption support is a form of financial assistance per RCW 74.13A.005-145 and WAC 388-27-005 to -0390.</p> <p><i>Note: Confidential (RCW 74.13A.065).</i></p> <p><i>Note: Replaces DAN 93-06-52555 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 18 years after the application is withdrawn <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69250 Rev. 0	<p><i>Adoptive Child, Legally Free Child, and Guardianship Child and Support Case Files</i></p> <p>Contains registration, medical report, status change report, foster parent adoption report, adoptive service schedule documentation, Legally Free Child information, and Guardianship documents. To record and operate State Adoption Support Program in compliance with requirements of RCW 74.13A.100-145 and WAC 388.27-005 to -0390.</p> <p>Case file contents include, but not limited to:</p> <ul style="list-style-type: none"> • Child's registration, DCYF 10-061; • Family's Application and request for Adoption Finalization Costs, DCYF 09-998; • Policy Exception Requests; • Copies of family's Federal Income Tax Returns; • Child's Medical Background and Family History, DCYF 13-041; • Worksheet, DCYF 09-997; • Medical or therapeutic Records; • Home Study; • Shared Planning, DCYF 14-474; • Agreement, DCYF 10-228; • Revised Adoption Support Agreement, DCYF 10-227; • Change in Service Authorizations, DCYF 14-159; • Adoption Support Monthly Counseling Billing, DCYF 06-160; • Correspondence; • Letter for 18-year-old, DCYF 15-413; • Pre Authorization for Services, DCYF 10-214. <p><i>Note: Adoption case files are retained permanently by Superior Courts in accordance with Superior Court Case Files (DAN CL65-01-08) in the County Clerk and Superior Court Records Retention Schedule.</i></p> <p><i>Note: Confidential (RCW 74.13A.065).</i></p> <p><i>Note: Replaces DAN 74-03-03776 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 100 years after adoption final, Legally Free child ages out of foster care, or after the establishment of the Guardianship</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69254 Rev. 0	<p>Child Welfare Services Case Files</p> <p>Includes law enforcement reports, medical reports, reports to the court, court orders, child interview notes, correspondence, school reports, near-fatality/fatality reviews and constituent relations briefings. Also included case records related to the Education and Training Voucher (ETV) program which provides financial help to foster youth.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: See RCW 4.16.340 Actions based on childhood sexual abuse.</i></p> <p><i>Note: Replaces DAN 99-11-59329 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 35 years after case closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
18-07-69257 Rev. 0	<p>Founded Allegations of Child Protective Services Case Files</p> <p>Includes law enforcement reports, medical reports, reports to the court, court orders, child interview notes, correspondence, near-fatality/fatality reviews, constituent relations briefings and other records not stored in the Statewide Automated Child Welfare Information System (SACWIS).</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: See RCW 4.16.340 Actions based on childhood sexual abuse.</i></p> <p><i>Note: Replaces DAN 99-11-59322 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 35 years after case closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
18-07-69259 Rev. 0	<p>Interstate Compact Placement Files (WA Receiving)</p> <p>A record of placement of children from other jurisdictions in WA homes under the terms of the Interstate Compact for the Placement of Children (Chapter 26.34 RCW).</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 77-10-20089 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 100 years after placement <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69274 Rev. 0	<p><i>Unfounded Allegations of Child Protective Services Case Files</i></p> <p>Provides records of unfounded allegations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Law enforcement reports, medical reports; • Reports to the court, court orders, child interview notes; • Correspondence and other records not stored in the Statewide Automated Child Welfare Information System (SACWIS). • Near-fatality/fatality reviews • Constituent Relation briefings <p><i>Exception to the six-year retention and disposition action: If a child named in an unfounded CPS investigation (or his/her sibling, half sibling, parent, guardian, or legal custodian) has a prior founded finding or a founded finding made during the six years following the unfounded investigation, the retention defaults to the founded allegations retention of 35 years. Please see RCW 26.44.031 for further details.</i></p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 99-11-59324 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after case closed <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

4. INSTITUTIONS

This section covers records relating to the institutions operated by the Department of Children, Youth, and Families.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69382 Rev. 0	<p>24-Hour Nursing Reports</p> <p>A change of shift communication tool summarizing entries in patient case records. Used by Quality Assurance Department to prepare restraint/seclusion reports.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 92-08-51207 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 3 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
19-07-69383 Rev. 0	<p>Admission and Discharge Registers</p> <p>Maintains a chronologic record of resident admissions, discharges, and transfers.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 83-03-31415 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 10 years after completion of action report</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM
19-07-69387 Rev. 0	<p>Controlled Drug Perpetual Inventory Records</p> <p>Provides a record of controlled drug/substance inventories maintained by the institution pharmacy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Biennial inventory of controlled substances required by the Federal Drug Enforcement Administration; • Other reports as necessary. <p><i>Note: Replaces DAN 84-11-34723 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69388 Rev. 0	<p>Cottage Journals Provides a record of administrative activities within residential units and documents events worthy of note. <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 86-09-37557 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 3 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
19-07-69389 Rev. 0	<p>Daily Population Reports Printout of daily changes of the clients at institutions, used to record the total changes of clients. <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 85-12-35762 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 3 years after end of month <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
19-07-69390 Rev. 0	<p>Dietary Services Food Health and Safety Records Safety and health documentation of food cooked and served, and stored in refrigerators/freezers by Dietary Services, ward kitchens, storage areas, dishwashing areas, and hot food carts. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Inspections results and food temperature recordings; • Sanitation solution log; • Cleaning schedules. <p><i>Note: Replaces DAN 10-12-62336 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 2 years after date of document <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69391 Rev. 0	<p>Employee/Volunteer Health Records</p> <p>Provides documentation about employee or volunteer immunization status and epidemiology test results.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Results of testing for HIV and Hepatitis B; • Exposure to biological agents per Chapter 296-802 WAC; • Kinship Care. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 86-09-37496 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 30 years after termination of employment/volunteer</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
19-07-69394 Rev. 0	<p>Fire/Safety/CPR Training Records</p> <p>Verifies completion of required staff training.</p> <p><i>Note: Replaces DAN 85-12-35763 granted to the Department of Social and Health Services.</i></p>	<p>Retain until superseded</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
19-07-69395 Rev. 0	<p>Food Commodity Records</p> <p>All documentation regarding food commodities as it relates to the U.S. Department of Agriculture (USDA) Child Nutrition Program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports; • Reimbursements; • Guidelines. <p><i>Note: Replaces DAN 82-09-30273 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69400 Rev. 0	<p>Prescription Files Documents prescriptions filled by the pharmacy. <i>Note: Series contains confidential information.</i> <i>Note: Retention based on 10-year requirement for Part D plan sponsors (42 CFR§ 423.505(d)).</i> <i>Note: Replaces DAN 84-11-34720 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 10 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
19-07-69402 Rev. 0	<p>Resident Medication Profile Cards Provides summary of prescription drugs and quantities dispensed by the pharmacy. Resident's habilitative case file contains physician orders and medication administration (flow sheets) record. Prescriptions are retained separately. <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 84-11-34718 granted to the Department of Social and Health Services.</i></p>	<p>Retain until resident's death/discharge/transfer <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
19-07-69404 Rev. 0	<p>Victim/Witness Notification Files These records include victim and witness notification letters, notifications from DCYF facilities and correspondence from victims and witnesses. <i>Note: These files may also contain offender case information such as commitment, diagnostic, treatment records, and school information. The victim/witness file may follow the offender throughout their commitment to DCYF facilities.</i> <i>Note: Series contains confidential information.</i> <i>Note: Based on DAN 06-06-61215 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 75 years after last discharge of offender <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>

5. JUSTICE INVOLVED YOUTH

This section covers records relating to juvenile justice and rehabilitation services managed by the Department of Children, Youth, and Families, which are not covered by the *State Government General Records Retention Schedule*.

5.1 JUVENILE REHABILITATION			
<i>This section covers juvenile rehabilitation records managed by all RA headquarters, group homes, regional offices, and institutions except Special Commitment records.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69385 Rev. 0	Civil Commitment Files Documentation regarding the civil commitment of juvenile sex and/or violent offenders. <i>Note: Juvenile Sex/Violent Offender case files are kept 75 years after release from a Juvenile Rehabilitation Administration facility under DAN 92-01-49725.</i> <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 04-12-60837 granted to the Department of Social and Health Services.</i>	Retain for 6 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
19-07-69386 Rev. 0	Clothing Records Documents clothing issued to JR residents. <i>Note: Replaces DAN 82-09-30284 granted to the Department of Social and Health Services.</i>	Retain for 1 year after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
19-07-69397 Rev. 0	Juvenile Case File (Non-Sex/Non-Violent Offender) The official client record containing commitment, diagnostic, health, case management, treatment records, school files, and student transcripts. The case file follows the youth throughout their commitment to JR. <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 83-03-31360 granted to the Department of Social and Health Services.</i>	Retain for 13 years after release from JR jurisdiction <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR

5.1 JUVENILE REHABILITATION

This section covers juvenile rehabilitation records managed by all RA headquarters, group homes, regional offices, and institutions except Special Commitment records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69398 Rev. 0	<p>Juvenile Case File (Sex/Violent Offender)</p> <p>The official client record that follows the youth throughout their commitment to Juvenile Rehabilitation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Commitment, diagnostic, and health records; • Case management and treatment records; • School files, and student transcripts. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Series includes all contracted Department of Corrections youth in DCYF care records.</i></p> <p><i>Note: Replaces DAN 92-01-49725 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 75 years after release from JR jurisdiction</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
19-07-69399 Rev. 0	<p>Logbooks and Rosters (Cottage, Lodge, Domicile)</p> <p>Provides detailed documentation of daily activities of residents including student activities, visits, and security checks.</p> <p><i>Note: Replaces DAN 92-09-51249 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 2 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>

5.1 JUVENILE REHABILITATION

This section covers juvenile rehabilitation records managed by all RA headquarters, group homes, regional offices, and institutions except Special Commitment records.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69401 Rev. 0	<p>Resident Financial Accounting Records</p> <p>All documentation regarding resident financial records.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Checking and savings accounts; • Other receipt and disbursement of student or resident funds; • Monies earned under the student incentive plan; • Disbursement of welfare funds for goods and services. <p><i>Note: Replaces DAN 82-09-30276 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 7 years after end of calendar year</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
19-07-69403 Rev. 0	<p>Treatment Working File</p> <p>Working copy of youth's JR case file used by case managers as a quick reference while working with the youth during their commitment to an institution.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 76-05-17014 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 months after transfer of client out of JR residential facility</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.2 WASHINGTON STATE PARTNERSHIP COUNCIL ON JUVENILE JUSTICE

This section covers records relating to services provided by the Washington State Partnership Council on Juvenile Justice.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-07-69396 Rev. 0	<p><i>Jail Survey/Monitoring Questionnaires</i></p> <p>Jail Survey: Bi-Annual statistical survey of all juvenile institutions, juvenile detention centers, jails and lock-ups, tracking the holding, admissions, and detention of juvenile offenders.</p> <p>Monitoring Questionnaires: Completed once every three years for each juvenile institution, detention center, jail, and lock-up, tracking the implementation of annual trainings covering PREA and Racial and Ethnic Disparities as well as updating information around the physical structure and capacity of the facility.</p> <p><i>Note: Replaces DAN 91-01-47352 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 10 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

6. LICENSING

This section covers records relating to out of home, child care and facility providers.

6.1 CHILD CARE LICENSING / CERTIFICATION FILES

The activity of licensing qualified child care providers and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69258 Rev. 0	<p>Inspections – Unlicensed Facility</p> <p>Records relating to inspections of child care facility operations not meeting current licensing and certification rules.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial complaint; • Inspection documentation; • Civil penalties and fees issued; • Final resolution. <p><i>Note: Cases that rise to level of repeated violations are referred to the Office of Administrative Hearings for action.</i></p> <p><i>Note: Replaces DAN 17-03-69036 granted to the Department of Early Learning.</i></p>	<p>Retain for 10 years after final resolution of inspection <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.1 CHILD CARE LICENSING / CERTIFICATION FILES

The activity of licensing qualified child care providers and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69260 Rev. 0	<p>Licensing</p> <p>Records relating to the licensing and monitoring of child care providers/facilities, where the license is <u>not</u> revoked and closure was voluntary.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial application and results of background checks; • Employee/volunteer and household member information; • Complaints against licensee or facility; • Checklists and physical facility inspections; • Other licensing documentation as required. <p><i>Note: Series contains confidential information. Any data compiled from the National Crime Information Center III (NCIC III) to determine eligibility is removed in accordance to the protocols of the Washington State Patrol and the FBI. Results of background checks are held separately from other licensing records.</i></p> <p><i>Note: Replaces DAN 06-07-61247 granted to the Department of Early Learning.</i></p>	<p>Retain for 6 years after provider or facility voluntarily no longer provides child care services</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
18-07-69261 Rev. 0	<p>Licensing – Denial/Withdrawal</p> <p>Records relating to the formal withdrawal of an applicant or failure to provide sufficient application material so that formal licensing actions can proceed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial application; • Supporting documentation; • Notification of withdrawal or denial of license. <p><i>Note: Replaces DAN 06-07-61249 granted to the Department of Early Learning.</i></p>	<p>Retain for 1 year after last date of action</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.1 CHILD CARE LICENSING / CERTIFICATION FILES

The activity of licensing qualified child care providers and facilities.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69262 Rev. 0	<p>Licensing – Revocation</p> <p>Records relating to the licensing, monitoring, investigation and license revocation of child care providers/facilities, where the license is revoked.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Initial application and results of background checks; • Employee/volunteer and household member information; • Checklists and physical facility inspections; • Other licensing documentation as required; • Complaints against licensee or facility; • Results of investigations and follow-up; • Revocation documentation. <p><i>Note: Series contains confidential information. Any data compiled from the National Crime Information Center III (NCIC III) to determine eligibility is removed in accordance to the protocols of the Washington State Patrol and the FBI. Results of background checks are held separately from other licensing records.</i></p> <p><i>Note: Replaces DAN 06-07-61248 granted to the Department of Early Learning.</i></p>	<p>Retain for 25 years after license revoked <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

6.2 OUT OF HOME CARE LICENSING FILES

The activity of out of home care licensing and home studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69255 Rev. 0	<p>Foster Parent Reimbursement Claims</p> <p>The Foster Parent Reimbursement Plan provides limited financial relief to foster parents who incur property damages, losses, and emergency medical treatment expenses caused by their foster / respite care children during placement in their licensed foster home or kinship placement.</p> <p>Includes receipts, verification documents, claims investigations and adjudications, and copies of invoice vouchers submitted to accounting services.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 93-05-54585 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of fiscal year <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
18-07-69256 Rev. 0	<p>Foster Parent Training</p> <p>Provides records of foster parent training that is required as part of the foster parent program. Classes include first aid, HIV/BBP, pre-service, in-service, sexually and physically aggressive, fetal alcohol syndrome, behavior disorders, and de-escalation.</p> <p>Includes, but not limited to:</p> <ul style="list-style-type: none"> • Schedules of class and class attendees; • Quarterly or other status reports; • Documentation and evaluations used to show a foster parent has taken a class. <p><i>Note: In the event of litigation, the agency has to show the child's foster parents had special training.</i></p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 05-02-60801 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 35 years after completion of class <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6.2 OUT OF HOME CARE LICENSING FILES

The activity of out of home care licensing and home studies.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69264 Rev. 0	<p><i>Out of Home Care Licensing / Certification Files</i></p> <p>Includes applications, checklists or evaluation guides, home studies/reviews/monitoring, authorizing documentation, other documents and correspondence, and unlicensed unified home studies.</p> <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: Replaces DAN 91-09-48135 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after license closed and not renewed</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
18-07-69265 Rev. 0	<p><i>Out of Home Care Licensing / Certification Files (Denied, Revoked, Suspended, or Settlement Agreement)</i></p> <p>Documents denial of child care facility license application, and licenses issued and subsequently revoked. Also includes settlement agreements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, evaluations, and unified home studies; • Reviews and monitoring; • Authorizing documents, investigative materials, and correspondence. <p><i>Note: Series contains confidential information.</i></p> <p><i>Note: See RCW 4.16.340 Actions based on childhood sexual abuse.</i></p> <p><i>Note: Replaces DAN 91-09-48136 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 35 years after denial or revocation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

6 PROFESSIONAL DEVELOPMENT

This section covers records relating to professional certification.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69266 Rev. 0	<p>Professional Certification Credentials – Applications/Working Files</p> <p>Records relating to the applications and supporting documentation submitted by educators for professional certification credentials issued by the Office of the Superintendent of Public Instruction and may include STARS (State Training and Registry System) hours.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications; • Denied applications; • Copies of transcripts, letters of verification and other background information. <p><i>Note: Data maintained in MERIT (Managed Education and Registry Information Tool).</i></p> <p><i>Note: Replaces DAN 17-03-69037 granted to the Department of Early Learning.</i></p>	<p>Retain for 6 years after issuance or denial of certificate</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
18-07-69267 Rev. 0	<p>Professional Certifications and Credentials – Incomplete</p> <p>Records relating to applications which are not completed and for which no ID is issued.</p> <p><i>Note: Replaces DAN 17-03-69038 granted to the Department of Early Learning.</i></p>	<p>Retain for 6 months after date of incomplete application</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69268 Rev. 0	<p><i>Professional Certifications and Credentials – Issued</i></p> <p>Records related to the issuing and maintenance of professional certification and credentials of Early Care and Education and School-age Professionals through the State Training and Registry System (STARS).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registry profile updates (name or address changes); • Supporting documentation for verification (certificates for training/education, reimbursement receipts, etc.); • Health and safety certifications; • Appeals. <p><i>Note: Replaces DAN 17-03-69039 granted to the Department of Early Learning.</i></p>	<p>Retain for 6 years after expiration, renewal or inactivity.</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

7 SOCIAL SERVICE PAYMENTS

This section covers records relating to Social Service Payments.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69269 Rev. 0	<p><i>Provider and Payee Deduction</i></p> <p>Records documenting pay deductions for client services providers and payees. Includes provider union dues and health care premiums information sent to the DSHS Office of Accounting Services to document amounts collected on the behalf of:</p> <ul style="list-style-type: none"> • Service Employee International Union (SEIU); • Health Care Authority (HCA), L&I; • Political Action Committee (PAC), and Old Age and Survivors Insurance (OASI). <p><i>Note: Source documents may be destroyed after imaged and verified per Electronic Imaging System (EIS) approval by the Washington State Archives per GS11012.</i></p> <p><i>Note: Replaces DAN 05-08-60945 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 7 years after end of month <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>
18-07-69271 Rev. 0	<p><i>Social Services Payment System (SSPS) Management Reports</i></p> <p>Records which provide summary documentation of services provided to clients for management information. Includes, but is not limited to over 100 different management reports that are generated at the regional and state levels.</p> <p><i>Note: Replaces DAN 12-06-68252 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 75 years after end of calendar year <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
18-07-69272 Rev. 0	<p>Social Services Payment System (SSPS) Provider Files</p> <p>Records documenting information on payments and authorization history. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • File reports, administrative reports, provider and payee invoices; • Provider and client reports, taxes, service codes; • Account codes, and SSPS management reports. <p><i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 07-04-61457 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 6 years after end of month <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
18-07-69273 Rev. 0	<p>Status 4 Documentation</p> <p>Documentation sent to Social Services Payment System (SSPS) by case workers indicating a provider is Status 4 and should not be used as a DSHS provider. A Status 4 flag in the SSPS provider database indicates a serious reported concern about the ability, background, or character of a provider.</p> <p><i>Note: Source documents may be destroyed after imaged and verified per Electronic Imaging System (EIS) approval by the Washington State Archives per GS11012.</i> <i>Note: Series contains confidential information.</i> <i>Note: Replaces DAN 09-10-62134 granted to the Department of Social and Health Services.</i></p>	<p>Retain for 7 years after completion of investigation and Status 4 removal <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any

agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

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