

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Records Management
Policy Number: 14.00.00
Policy Name: Records Retention, Storage, Maintenance, and Access

Original Effective Date: 10/12/2004
Revision Date(s): 11/07/2008
Current Revision Date: 09/01/2015
Approved By: Thomas D. Pristow

PURPOSE: To ensure records are stored, maintained, accessed, and disposed of according to an established retention schedule and made accessible to staff as needed during the course of business.

SCOPE: This policy applies to all Division of Children and Family Services (DCFS) staff.

POLICY

- I. DCFS develops a records retention schedule in conjunction with the County Records Commission, Ohio History Connection (formerly the Ohio Historical Society), and approved by the Auditor of State. This schedule specifies which records are kept, what media type, and under what conditions original documents may be disposed of, or destroyed.
- II. The DCFS Records Department stores records in secured, restricted access areas. Climate controlled environments are employed for specific media.
- III. The DCFS Records Department makes available to staff records needed to conduct the business of the agency. These records are available in a variety of formats - original documents, digital images, and microfilm. Records may be requested by staff through the Service Center request system.
- IV. DCFS scans documents for ease of retrieval and as part of its disaster recovery plan. Scanned or imaged documents are maintained by the Department of Information Technology (DoIT). Replicated copies are maintained by DoIT.
- V. Staff maintains current and orderly case files utilizing a reverse chronological filing system. Statewide Automated Child Welfare Information

System (SACWIS) generated documents should not be placed into the case record unless they contain signatures. SACWIS is the system of record for Ohio public child welfare agencies.

- VI. Closed cases are sent to the Records Department within two weeks of closure as recorded in SACWIS.

SEE ALSO:

Ohio Revised Code 149.38