

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 30, 2008

MEMORANDUM**What's Inside:**

Legal Guardianship
Subsidy Record
Retention

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: LEGAL GUARDIANSHIP SUBSIDY RECORD RETENTION

DISCUSSION:

The purpose of this memorandum is to inform staff of changes made to the Child Welfare Manual regarding Legal Guardianship Subsidy Record Retention. Once a Legal Guardianship subsidy has been closed we would treat the Subsidy Record as a foster/relative/kinship home parent record. The Legal Guardianship Subsidy record shall be destroyed ten (10) years after the last date of closing.

A foster/relative/kinship parent record that completed a guardianship on a child they had in their home and received a Legal Guardianship Subsidy shall be destroyed ten (10) years after the last date of closing of the Legal Guardianship Subsidy.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Crystal Wilson
573-751-1354
Crystal.L.Wilson@dss.mo.gov

PROGRAM MANAGER:

Amy Martin
573-526-8040
Amy.L.Martin@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

Section 5 Chapter 4.2 [Record Retention and Expungement](#)

FORMS AND INSTRUCTIONS:

N/A

REFERENCE DOCUMENTS and RESOURCES: N/A
RELATED STATUTE: N/A
ADMINISTRATIVE RULE: N/A
COUNCIL ON ACCREDITATION (COA) STANDARDS: N/A
PROGRAM IMPROVEMENT PLAN (PIP): N/A
SACWIS REQUIREMENTS: N/A