

## DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

July 27, 2012

**What's Inside:**  
New Archive Disposition  
Schedule Series Numbers

**MEMORANDUM**

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: NEW ARCHIVE DISPOSITION SCHEDULE SERIES NUMBERS

DISCUSSION:

The purpose of this memorandum is to inform staff of four new archive disposition schedule series numbers recently activated with the Secretary of State's Office. The following outlines the new series numbers for use by Division personnel with intended program uses and retention timeframes. Series numbers 815 and 18554 are for use by Central Office staff only. Further descriptions of the series numbers listed below may be reviewed in the Secretary of State's SMART System.

Children's Division 815	Closed Interstate Compact for Placement of Children.	5 Years
Children's Division 820	Foster Parent's Records	Permanent
Children's Division 23776	Terminated Foster/Relative/Kinship Parent Records Due to Revocation or Denial of License	Permanent
Children's Division 18554	Inter-departmental Initiative Medicaid Billing Residential Assistance	7 Years

**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**

Scott B. Montgomery, MSW, PDS  
573-526-5408

**PROGRAM MANAGER**

Dena Driver  
573-751-3171

<a href="mailto:Scott.B.Montgomery@dss.mo.gov">Scott.B.Montgomery@dss.mo.gov</a>	<a href="mailto:Dena.D.Driver@dss.mo.gov">Dena.D.Driver@dss.mo.gov</a>
CHILD WELFARE MANUAL REVISIONS: <a href="#">Section 5 Chapter4.2 Retention and Destruction-Other Records</a>	
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	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience-N/A Social Connections-N/A Knowledge of Parenting and Child Development-N/A Concrete Support in Times of Need-N/A Social and Emotional Competence of Children-N/A	
FACES REQUIREMENTS N/A	