

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 3, 2014

M E M O R A N D U M

What's Inside:

Policy
 Clarification
 regarding
 archiving of
 Legal
 Guardianship
 Resource
 Records

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

FROM: TIM DECKER, DIRECTOR

SUBJECT: POLICY CLARIFICATION REGARDING ARCHIVING OF LEGAL
 GUARDIANSHIP RESOURCE RECORDS

DISCUSSION:

The purpose of this memorandum is to provide clarification to staff regarding the archive disposition schedule for Legal Guardianship Resource Records. Consistent with the retention policy regarding adoption records, legal guardianship resource records shall also be retained indefinitely. Changes have been made to reflect this in the Child Welfare manual by combining Legal Guardianship Resource Records with the Adoption Records Section in Chapter 5, Section 4.2.7.

Division personnel responsible for archiving records at the Secretary of State's Office will now use Series Number 819 in the SMART System when archiving Legal Guardianship Resource Records. The series number 819 title has been changed to "Adoption and Legal Guardianship Resource Records" to provide a more comprehensive description of the contents of this series.

As a result of this change, Residential Child Care and Child Placing Agency Licensing Records policy formerly found in Chapter 5, Section 4.2.9 has been moved to Chapter 5, Section 4.2.8. Chapter 5, Section 4.2.9 has been deleted.

The SMART system has been updated to reflect these changes. Further descriptions of the contents of series number 819 may be reviewed in the Secretary of State's SMART System.

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 John D. Steinmeyer 573-751-8930 John.D.Steinmeyer@dss.mo.gov	PROGRAM MANAGER Christy Collins 573-751-3171 Christy.Collins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 5, Chapter 4, Subsection 2 - Record Retention and Expungement	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES Children's Division Agency Records Disposition Schedule	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE NA	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	