

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2892
---	------

Agency Information

Department / Agency	Department of Human Services
Division / Unit	Social Services Administration
Mission Statement/Link to division/unit website	Social Services Administration: Helping Families Blossom because Place Matters Our Social Services Administration (SSA) is proud of past accomplishments and future directions as we improve and modernize our systems to better help Maryland individuals, families, their children, youth, parents and grandparents. We are stronger than ever before with better results for families across Maryland thanks to our state office staff and the 24 Local Departments of Social Services (LDSS) across the state who provide front-line services. Together, we work to prevent abuse and neglect, protect vulnerable adults and children, and preserve while strengthening families through collaboration with state and community partners. We work together to enhance safety, permanency and well-being for children, youth, families and adults. http://kb.dhs.maryland.gov/ssa/

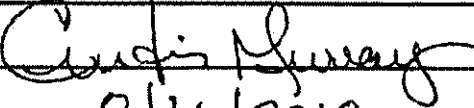
Schedule Information

Supersedes Schedule(s)	2665
Amends Schedule(s)	

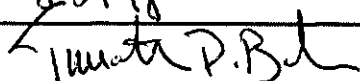
Preparer Information

Name of Preparer	Hilary Laskey
Title of Preparer	Program Manager, Research and Evaluation
Preparer Email Address	hilary.laskey@maryland.gov
Preparer Telephone Number	410/767-7788
Date	6/8/18

Agency Approval

Name of Agency Director	Curtis Murray, Assistant Chief and DHS Records Officer
Agency Director Signature	
Date	8/16/2018

State Archivist Approval

State Archivist Signature	8-29-18 
Date	

<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</p>	<p>Schedule No. 2892 (To be completed by DGS/Records Management Division)</p>
---	--

<p>Records Series Title: Adult Services Case Records Series I</p>	<p>Page 1 - 2 of 48</p>
--	--------------------------------

Record Series Content	<p>Included in this category of non protective services investigation case records are the following:</p> <p>A. In-Home Aide Services (IHAS) <i>COMAR 07.02.14</i> B. Social Services to Adults (SSTA) <i>COMAR 07.02.15</i> C. Certified Adult Residential Environment (CARE/Project Home) <i>COMAR 07.02.19</i> D. Respite Care Services (RC) <i>COMAR 07.02.18</i> E. Adult Foster Care (AFC) <i>COMAR 07.02.17</i> F. Representative Payee (RPP) G. Request from Other Agency (ROA)</p>
Record Series Function	<p>A. The purpose of the In-Home Aide Services Program is to complement other social services programs by providing specific services to individuals of all ages in the community in order to:</p> <ol style="list-style-type: none"> (1) Prevent or reduce the length of institutional placement; (2) Prevent or reduce the length of out-of-home placement of children; (3) Prevent or remedy abuse, neglect, self-neglect, or exploitation; or (4) Promote self-sufficiency. <p>B. The purpose of the Social Services to Adults Program is to provide services to enable and assist adults to:</p> <ol style="list-style-type: none"> (1) Achieve or maintain economic self-support; (2) Achieve or maintain self-sufficiency; (3) Prevent or avoid abuse, neglect, self-neglect, or exploitation; (4) Prevent or reduce unnecessary or inappropriate institutionalization; or (5) Secure necessary and appropriate institutional care services. <p>The program seeks to build, sustain, and augment, rather than to replace, the adult's family and community support systems.</p> <p>C. The Certified Adult Residential Environment (CARE) Program, also known as Project Home is a voluntary program that:</p> <ol style="list-style-type: none"> (1) Develops, certifies, and monitors protective CARE housing for individuals with disabilities; (2) Provides case management services to residents living in CARE housing; and (3) Provides a long-term or permanent housing setting for a stable population of individuals with disabilities using an Adult Foster Family Model of Care. <p>D. The purpose of the Respite Care Services Program is to provide short-term or temporary care for an adult or child with developmental or functional disabilities in or out of their homes by qualified care workers in order to relieve the family or informal caregiver.</p> <p>E. Adult Foster Care programs are offered by local departments* of social services. Adult Foster Care Programs are optional to the local departments. The Adult Foster Care Program provides a family setting in the community for an aged adult or an adult with disabilities who requires:</p> <ol style="list-style-type: none"> (1) Protective oversight**; (2) Assistance with the activities of daily living; and (3) Room and board. <p>(*) "Local department" means the department of social services in a county or Baltimore City or the Montgomery County Department of Health and Human Services. (**) "Protective oversight" means a service of the Adult Foster Care provider which includes the following:</p> <ol style="list-style-type: none"> (a) Daily awareness of a foster adult's functioning and whereabouts; (b) Crisis intervention;

	<p>(c) Supervision of medication, nutrition, and money management;</p> <p>(d) Coordination of medical care services delivered in and out of the foster home; and</p> <p>(e) 24-hour responsibility for the foster adult's welfare while in the foster home.</p> <p>F. Representative Payee programs are offered by local departments of social services. Representative Payee Programs are optional to the local departments. This Representative Payee Program addresses the needs of individuals who are mentally or physically incapable of managing their financial affairs.</p> <p>G. The agency would follow the retention schedule for that particular program. A ROA is a request received from another local department of social services (LDSS), judiciary, or other agency to conduct an initial investigation or an assessment - outside of the LDSS usual service area.</p>
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a CIS/CID/Other number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (IHAS, SSTA), destroy date, CIS/CID/other number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.14 through 07.02.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2013
Completeness /Gaps	N/A

Schedule Item Number	1
Retention	Retain for five (5) years after case is closed at the Local Department level and fifteen (15) years at the DGS Records Center, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2892 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Adult Services Case Records Series 1A	Pages 3 - 4 of 48
--	--------------------------

Record Series Content	<p>Adult Protective Services (APS): There are four categories of abuse allegations that APS investigates. The categories are defined as:</p> <p>2A: APS Investigation - Indicated Findings: This is used with APS investigations when the client is a vulnerable adult and there is creditable evidence to support an allegation finding of adult abuse (this includes both physical and sexual abuse), exploitation (this includes sexual exploitation), neglect by others or self-neglect.</p> <p>2B: APS Investigation - Unsubstantiated Findings: This is used with APS investigations when the client is a vulnerable adult and there is insufficient evidence for a finding of "Indicated"; or vulnerability is questionable; and/or there is insufficient evidence to support the allegation.</p> <p>2C: APS Investigation - Ruled Out Findings: Used with APS Investigations when the client is a vulnerable adult, but there is insufficient evidence to support the allegation; or the client is not a vulnerable adult.</p> <p>2D: APS Investigation - Unable to Complete Findings: Used with APS Investigations or ROA's where the worker is unable to complete the investigation because it was not possible to locate the vulnerable adult.</p> <p>"Abuse" means the sustaining of any physical injury by a vulnerable adult as a result of cruel or inhumane treatment or as a result of a malicious act by a person.</p> <p>"Exploitation" means any action which involves the misuse of a vulnerable adult's funds, property, or person.</p> <p>"Neglect" means the willful deprivation of a vulnerable adult of adequate food, clothing, essential medical treatment or rehabilitative therapy, shelter, or supervision.</p> <p>"Self-neglect" means the inability of a vulnerable adult to perform activities of daily living or to provide the vulnerable adult with the services:</p> <p>(a) That are necessary for the vulnerable adult's physical and mental health; and</p> <p>(b) The absence of which impairs or threatens the vulnerable adult's well-being. (COMAR 07.02.16)</p>
Record Series Function	Adult Protective Services is a social services program to assist vulnerable adults who are unable to provide for their basic living needs or access necessary professional services, or protect their own interests and are subject to abuse, neglect, exploitation, or self-neglect.
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a CIS/CID/Other number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (APS), destroy date, CIS/CID/other number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.16
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size

Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe Includes time required for any audit purposes.
Date Span	2008 - 2013
Completeness /Gaps	N/A

Schedule Item Number	2
Retention	Retain for five (5) years after closure at the Local Department of Social Services and then transfer to the DGS Records Center for fifteen (15) years if case has been ruled Indicated, Unsubstantiated, Ruled Out or Unable to Complete Investigation, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Adult Protective Services Continuing Case Management Services		Page 5 of 48
Record Series Content	Voluntary short-term services planned for the client who, after an investigation, is determined to be at-risk and is willing and able to engage in a service plan or does not refuse service directed towards modifying his/her capacity or situation so as to mitigate the risk of neglect, self-neglect, abuse, or exploitation. (COMAR 07.02.16)	
Record Series Function	Adult Protective Services is a social services program to assist vulnerable adults who are unable to provide for their basic living needs or access necessary professional services, or protect their own interests and are subject to abuse, neglect, exploitation, or self-neglect.	
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a CIS/CID/Other number which is used when boxing up the cases for storage and will be in the indexing system.	
Indexing System	The index system will contain type of record (APS Continuing CM), destroy date, CIS/CID/other number. Name will be used only if there is no identifying number	
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.16.	
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size	
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS	
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS	
Current Location	Each local DSS office throughout the state	
Audit Requirements	Retention timeframe includes time required for any audit purposes.	
Date Span	2008 - 2013	
Completeness /Gaps	N/A	

Schedule Item Number	3
Retention	Retain for five (5) years after case is closed at the LDSS and then transfer to the DGS Records Center for fifteen (15) years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2892 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Adult Public Guardianship	Pages 6 - 7 of 48
--	--------------------------

Record Series Content	Case files
Record Series Function	<p>The case records under this series must be retained for a long period of time, as they may be used as evidence in a Circuit court estate case. In addition, these cases protect vulnerable adults committed to the State's care for most of their lives and also protect the State from civil liability.</p> <p>Through Adult Public Guardianship (APG), the local departments of social services serve as an "agent to the court or court-appointed guardian of the person or guardian of last resort for disabled persons aged 18 to 64. For persons who have been certified medically incompetent, the guardian makes decisions about non-financial matters. (COMAR 07.02.16)</p>
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a CIS/CID/Other number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (APG), destroy date, CIS/CID/other number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.16.
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2013
Completeness /Gaps	N/A

Schedule Item Number	4
-----------------------------	---

Retention	Retain for five (5) years after case is closed at the LDSS and then transfer to the DGS Records Center for twenty (20) years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - General		Pages 8 - 9 of 48

Record Series Content	Case files
Record Series Function	<p>Child Protective Services response with the purpose to stop and prevent child abuse and neglect through the investigation of child abuse and neglect, and the initiation of protection and other services for children who are believed to have been abused or neglected and their parents, household or family members or other adults having permanent or temporary care, custody or responsibility for supervision of abused or neglected children.</p> <p>Except in accordance with retention schedules stated below, the local department may not expunge its electronic records within the State electronic records systems and any paper records (if maintained) related to an investigation of child abuse and neglect that results in a final ruling of indicated.</p>
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESSE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESSE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2017
Completeness /Gaps	N/A
Schedule Item Number	5A

Retention	Records are generated in this series and then moved to one of the following sub-series (5B-5L) based upon outcome.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Indicated, Physical Abuse		Pages 10 - 11 of 48

Record Series Content	Case files
Record Series Function	<p>Indicated, Physical Abuse - (Other than mental injury) is a finding in which there is credible evidence, which has not been satisfactorily refuted, that is more likely than not that the following four elements are present:</p> <p>(1) A current or prior physical injury;</p> <p>(2) The injury was caused by a parent, caretaker, household or family member;</p> <p>(3) The alleged victim was a child at the time of the incident; and</p> <p>(4) The nature, extent, and location of the injury indicate that the child's health or welfare was harmed or was at substantial risk of harm.</p>
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2013
Completeness /Gaps	N/A
Schedule Item Number	5B

Retention	Retain for five (5) years at the Local Department and then send to the Records Center for 20 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 25 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Indicated, Sexual Abuse		Pages 12 - 13 of 48
Record Series Content	Case files	
Record Series Function	Indicated, Sexual Abuse - a finding of indicated child sexual abuse is appropriate if there is credible evidence, which has not been satisfactorily refuted, that the following three elements are present: (1) Current or prior sexual molestation or exploitation; (2) The sexual molestation or exploitation was caused by a parent, caretaker, household or family member; and (3) The alleged victim was a child at the time of the sexual molestation or exploitation Physical injury is not required for a finding of indicated sexual abuse.	
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.	
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number	
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19	
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size	
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS	
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS	
Current Location	Each local DSS office throughout the state	
Audit Requirements	Retention timeframe includes time required for any audit purposes.	
Date Span	2008 - 2017	
Completeness /Gaps	N/A	
Schedule Item Number	5C	

Retention	Retain for five (5) years at the Local Department and then send to the Records Center for 20 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 25 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Indicated, Mental Injury Abuse		Pages 14 - 15 of 48

Record Series Content	Case files
Record Series Function	<p>Indicated, Mental Injury Abuse – A finding of indicated child abuse with mental injury is appropriate if there is credible evidence, which has not been satisfactorily refuted, that the following four elements are present:</p> <p>(1) A current or prior mental injury characterized by an observable, identifiable, substantial impairment to the child’s mental or psychological ability to function, which may be shown by the need for specific psychiatric, psychological, or social work intervention;</p> <p>(2) The mental injury was caused by a parent, a caretaker, household or family member;</p> <p>(3) The alleged victim was a child at the time of the incident;</p> <p>(4) The nature and extent of the mental injury indicate that the child’s health or welfare was harmed or was a substantial risk of harm.</p>
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item	5D
----------------------	----

Number	
Retention	Retain for five (5) years at the Local Department and then send to the Records Center for 20 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 25 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Indicated, Neglect - Other than Mental Injury		Pages 16 - 17 of 48

Record Series Content	Case files
Record Series Function	<p>Indicated, Neglect – Other than Mental Injury – a finding of indicated child neglect is appropriate when there is credible evidence, which has not been satisfactory refuted, that the following four elements are present:</p> <p>(1) A current or prior failure to provide proper care and attention;</p> <p>(2) The alleged victim was a child at the time of the failure to provide proper care and attention;</p> <p>(3) The failure to provide proper care and attention was by the child’s parent or caretaker; and</p> <p>(4) The nature, extent, or cause of the failure to provide proper care and attention indicated that the child’s health or welfare was harmed or was at substantial risk of harm.</p>
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2017
Completeness /Gaps	N/A
Schedule Item Number	5E

Retention	Retain for five (5) years at the Local Department and then send to the Records Center for 20 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 25 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Indicated, Neglect - Mental Injury		Pages 18 - 19 of 48

Record Series Content	Case files
Record Series Function	<p>Indicated, Neglect – Mental Injury – A finding of indicated child neglect with mental injury is appropriate if there is credible evidence, which has not been satisfactorily refuted, that the following four elements are present:</p> <p>(1) A current or prior mental injury caused by a failure to provide proper care and attention and characterized by an observable, identifiable, substantial impairment of the child's mental or psychological ability to function, which may be shown by the need for specific psychiatric, psychological, or social work intervention;</p> <p>(2) The failure to provide proper care and attention to the child was by a parent or caretaker;</p> <p>(3) The alleged victim was a child at the time of the failure to provide proper care and attention; and</p> <p>(4) The nature and extent of the failure to provide proper care and attention indicate that the child's health or welfare was harmed or was at substantial risk of harm.</p>
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item Number	5F
Retention	Retain for five (5) years at the Local Department and then send to the Records Center for 20 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 25 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Unsubstantiated, Child Abuse (to include mental injury) - with no subsequent reports of abuse and/or neglect received		Pages 20 - 21 of 48

Record Series Content	Case files
Record Series Function	<p>Unsubstantiated, Child Abuse (to include mental injury) – with no subsequent reports of abuse and/or neglect received – is appropriate when there is insufficient evidence to support a finding of indicated or ruled out child abuse. A finding of unsubstantiated may be based, but is not required to be based, on the following:</p> <p>(1) Insufficient evidence of a physical or mental injury, sexual molestation, or sexual exploitation; (2) Insufficient evidence that the individual alleged to be responsible for the child abuse was a parent, caretaker, household or family member; (3) The lack of a credible account by the suspected victim or a witness; (4) Insufficient evidence that the child's health or welfare was harmed or was at substantial risk of being harmed; or (5) Despite reasonable efforts, an inability to complete the investigation due to factors, such as:</p> <p>(a) Lack of access to the child or individual alleged to be responsible for the child abuse; or (b) Inability to obtain relevant facts regarding the alleged child abuse.</p> <p>(COMAR 07.02.07.19)</p>
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.

Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item Number	5G
Retention	Retain for one (1) year at the Local Department from the date the report is received, and then send to the Records Center for four (4) years, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 5 years, then destroy.
Justification for Permanent Retention	N/A

<div>DEPARTMENT OF GENERAL SERVICES</div> <div>RECORDS MANAGEMENT DIVISION</div> <div>RECORDS INVENTORY AND RETENTION SCHEDULE</div>		<div>Schedule No. 2892</div> <div>(To be completed by DGS/Records Management Division)</div>
<div>Records Series Title: Child Welfare Case Records Series II - Investigative Response - Unsubstantiated, Child Neglect (to include mental injury) – with no subsequent reports of abuse and/or neglect received</div>		<div>Pages 22 - 23 of 48</div>
<div>Record Series Content</div>	Case files	
<div>Record Series Function</div>	<div>Unsubstantiated, Child Neglect (to include mental injury) – with no subsequent reports of abuse and/or neglect received - is appropriate if there is insufficient evidence to support a finding of indicated child neglect as described in Item 2A of this regulation or ruled out child neglect as described as Item 2C of this regulation. A finding of unsubstantiated child neglect may, but need not, be based on the following:</div> <div>(1) Insufficient evidence that the individual alleged to be responsible for the child neglect was a parent or caretaker;</div> <div>(2) Insufficient evidence of a failure to provide proper care and attention;</div> <div>(3) Lack of a credible account by the suspected victim or a witness;</div> <div>(4) Insufficient evidence that the child's health or welfare was harmed or was at substantial risk of being harmed; or</div> <div>(5) An inability to complete the investigation due to such factors as not having access to the child or the individual alleged to be responsible for the child abuse or other relevant facts regarding the alleged child neglect.</div> <div>(COMAR 07.02.07.19)</div>	
<div>Organization/Arrangement</div>	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.	
<div>Indexing System</div>	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number	
<div>Restrictions (Law or Regulation Citation)</div>	Restricted for confidentiality under COMAR 07.02.07.19	
<div>Formats (bound book, microfilm, pdf, tif, etc.)</div>	Loose papers in file folders either letter or legal size	
<div>Volume (file drawers, gigabytes, etc.)</div>	Varies by Local DSS	
<div>Annual Accumulation (file drawers, gigabytes, etc.)</div>	Varies by Local DSS	
<div>Current Location</div>	Each local DSS office throughout the state	
<div>Audit Requirements</div>	Retention timeframe includes time required for any audit purposes.	

Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item Number	5H
Retention	Retain for one (1) year at the Local Department from the date the report is received, and then send to the Records Center for four (4) years, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. Destroy paper after scanning; retain images 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2892 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Child Welfare Case Records Series II - Investigative Response - Unsubstantiated, Child Neglect (to include mental injury) – with subsequent reports of child abuse and/or neglect received	Pages 24 - 25 of 48
---	----------------------------

Record Series Content	Case files
Record Series Function	<p>Unsubstantiated, Child Neglect (to include mental injury) – with subsequent reports of abuse and/or neglect received - is appropriate if there is insufficient evidence to support a finding of indicated child neglect as described in Item 2A of this regulation or ruled out child neglect as described as Item 2C of this regulation. A finding of unsubstantiated child neglect may, but need not, be based on the following:</p> <p>(1) Insufficient evidence that the individual alleged to be responsible for the child neglect was a parent or caretaker; (2) Insufficient evidence of a failure to provide proper care and attention; (3) Lack of a credible account by the suspected victim or a witness; (4) Insufficient evidence that the child's health or welfare was harmed or was at substantial risk of being harmed; or (5) An inability to complete the investigation due to such factors as not having access to the child or the individual alleged to be responsible for the child abuse or other relevant facts regarding the alleged child neglect.</p> <p>(COMAR 07.02.07.19)</p>
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.

Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item Number	5I
Retention	Retain for one (1) year at the Local Department from the date the report is received, and four (4) additional years at the State Records Center, or five (5) years from the last report received with unsubstantiated or ruled out results, whichever is later, then destroy. If the new report is received within the five (5) year retention period and the result is indicated abuse or neglect, the record should be moved to 5B-5L depending upon the findings.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Unsubstantiated, Child Abuse (to include mental injury) – with subsequent reports of child abuse and/or neglect received		Pages 26 - 27 of 48
Record Series Content	Case files	
Record Series Function	Unsubstantiated, Child Abuse (to include mental injury) – with subsequent reports of abuse and/or neglect received – is appropriate when there is insufficient evidence to support a finding of indicated or ruled out child abuse. A finding of unsubstantiated may be based, but is not required to be based, on the following: (1) Insufficient evidence of a physical or mental injury, sexual molestation, or sexual exploitation; (2) Insufficient evidence that the individual alleged to be responsible for the child abuse was a parent, caretaker, household or family member; (3) The lack of a credible account by the suspected victim or a witness; (4) Insufficient evidence that the child's health or welfare was harmed or was at substantial risk of being harmed; or (5) Despite reasonable efforts, an inability to complete the investigation due to factors, such as: (a) Lack of access to the child or individual alleged to be responsible for the child abuse; or (b) Inability to obtain relevant facts regarding the alleged child abuse. (COMAR 07.02.07.19)	
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.	
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number	
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19	
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size	
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS	
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS	
Current Location	Each local DSS office throughout the state	
Audit Requirements	Retention timeframe includes time required for any audit purposes.	
Date Span	2008 - 2017	
Completeness /Gaps	N/A	

Schedule Item Number	5J
Retention	Retain for one (1) year at the Local Department from the date the report is received, and four (4) additional years at the State Records Center, or five (5) years from the last report received with unsubstantiated or ruled out results, whichever is later and then destroy. If a new report is received within the five (5) year retention period and the result is indicated abuse or neglect, the record should be moved to 5B-5F depending on the findings.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Ruled Out, Child Abuse		Pages 28 - 29 of 48

Record Series Content	Case files
Record Series Function	<p>Ruled Out, Child Abuse – (physical and sexual abuse and mental injury) – is appropriate if child abuse did not occur. A finding of ruled out may be based on credible evidence that:</p> <p>(1) There was no physical or mental injury or, in the case of suspected sexual abuse, no sexual molestation or exploitation;</p> <p>(2) In the case of physical abuse:</p> <p>(a) The alleged abuser was not responsible for the injury for reasons including: but not limited to, one of the following:</p> <p>(i) The contact with the child was accidental and unintended and under the circumstances, the injury was not foreseeable; or</p> <p>(ii) The injury was a result of the child's medical condition; or</p> <p>(iii) The child's health or welfare was not harmed or at substantial risk of being harmed.</p> <p>(3) The individual identified as responsible for the injury or sexual molestation or exploitation was not the child's parent, caretaker, or household or family member; or</p> <p>(4) The alleged victim was not a child at the time of the incident.</p> <p>(COMAR 07.02.07.19)</p>
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit	Retention timeframe includes time required for any audit purposes.

Requirements	
Date Span	2008 - 2016
Completeness /Gaps	N/A

Schedule Item Number	5K
Retention	Retain electronic and paper records for two (2) years from the date the report is received, and destroy. If subsequent child abuse or neglect reports are received, then the record should follow the schedule for 5B-5F, 5G, 5H, or 5K depending upon the findings.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Investigative Response - Ruled Out, Child Neglect	Pages 30 - 31 of 48	

Record Series Content	Case files
Record Series Function	Ruled Out, Child Neglect – is appropriate when neglect or mental injury did not occur. A finding of ruled out may be based on credible evidence that: (1) There was no failure to provide proper care and attention; (2) The child's health and welfare was not harmed or at substantial risk of being harmed; (3) The individual alleged to be responsible for the child neglect was not a parent or caretaker; or (4) The alleged victim was not a child at the time of the failure to provide proper care and attention (COMAR 07.02.07.19)
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESSE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESSE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2017
Completeness /Gaps	N/A

Schedule Item Number	5L
-----------------------------	----

Retention	Retain electronic and paper records for two (2) years from the date the report is received, and destroy. If subsequent child abuse or neglect reports are received, then the record should follow the schedule for 5B-5F, 5G, 5H, OR 5K depending upon the findings.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - Alternative Response		Pages 32 - 33 of 48

Record Series Content	Case files
Record Series Function	Alternative Response is a type of Child Protective Services response with a lower level of safety and risk concerns with no finding or alleged maltreater identified. (COMAR 07.02.07.19)
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESSE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (CPS), destroy date, MDCHESSE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 - 2015
Completeness /Gaps	N/A

Schedule Item Number	6
Retention	Retain for three (3) years, and then destroy with the following exception: if subsequent child welfare involvement occurs, retain for 25 years from the date that the report is received, and destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statements and the original paper and must be destroyed.

Justification for Permanent Retention	N/A
--	-----

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series II - In-Home Services		Page 34 of 48
Record Series Content	Case files	
Record Series Function	This includes Consolidated Services, Services to Families with Children – Intake (SFC-I), Requests of Another Agency (ROA), and Interagency Family Preservation (IFPS). (COMAR 07.02.01)	
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.	
Indexing System	The index system will contain type of record (SFC-I, ROA), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number	
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.01	
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size	
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS	
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS	
Current Location	Each local DSS office throughout the state	
Audit Requirements	Retention timeframe includes time required for any audit purposes.	
Date Span	2008 - 2013	
Completeness /Gaps	N/A	
Schedule Item Number	7	
Retention	Retain for five (5) years, and destroy, with the following exception: if subsequent child welfare involvement occurs retain for 25 years from the date the report is received, and then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be managed by the above retention statement and the original paper must be destroyed.	
Justification for Permanent Retention	N/A	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series III - Foster Care (Child and Family Records)		Pages 35 - 36 of 48

Record Series Content	Foster Care records include all documentation from the time a youth enters foster care until the youth exits foster care. It contains all case plans, court information, financial documents, placement history, and medical and psychological material.
Record Series Function	Retention of this record is necessary due to potential for more than one removal, historical information that might be requested either by the child/family or if there is a later abuse allegation regarding a resource home in which a child was placed or information regarding biological parent (removal reasons) if placement of grandchild is sought for kinship placement in the future. Title IV-E and supporting documentation are a part of the child's case record and must be maintained permanently with the remainder of the case record. Retention must mirror Foster Care, Adoption and GAP. (COMAR 07.02.11)
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESSE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (OOH), destroy date, MDCHESSE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.11
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 – 2013
Completeness /Gaps	N/A

Schedule Item Number	8
-----------------------------	---

Retention	Retain for 100 years after closure, then destroy. This record, if paper, may be scanned to Maryland State Archives Standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. (These records will remain sealed with access to authorized LDSS/DHS personnel).
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series III - Resource Home Records		Pages 37 - 38 of 48

Record Series Content	Resource Home records include all documentation regarding original approval as well as documentation required for all reconsiderations. This includes federal and state criminal records and CPS clearance checks for all family members 18 and older, bi-annual medical exams, all home safety checks (fire, water, and general), and training certifications (10 hours annually).
Record Series Function	Maintained at the local in alignment with COMAR 07.02.25.04 0 (2) as resource parent trainings are in good standing for three years after the home is closed. Retention of this record is necessary due to potential for later abuse allegations where it will be necessary to determine what was, or wasn't, completed with regards to reconsiderations. It would be necessary to determine if training had occurred or if clearances were accurate. (COMAR 07.02.25)
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (Resource Home Provider), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.25
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 – 2015
Completeness /Gaps	N/A

Schedule Item Number	9
-----------------------------	---

Retention	Retain for 100 years after closure, then destroy. This record, if paper, may be scanned to Maryland State Archives Standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. (These records will remain sealed with access to authorized LDSS/DHS personnel).
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series III - Guardianship Assistance Program (GAP)		Pages 39 - 40 of 48

Record Series Content	Records include signed copy of the guardianship assistance application; signed copy of guardianship assistance agreement (and subsequent reapplications); copy of the Guardianship Decree; copy of the child's birth certificate; copy of the child's social security card; and documentation of school enrollment, disability preventing enrollment; and immunization record.
Record Series Function	Retention of these records is necessary as there is information contained within these records that may be used at a later date for additional decision making. There are situations where these arrangements are unsuccessful and reentry might happen, thus necessitating revisiting the information contained within these files. If there are later allegations regarding the home, it would also be necessary to access the record for information obtained earlier. Title IV-E and supporting documentation are a part of the child's case record and must be maintained permanently with the remainder of the case record. Retention must mirror Foster Care, Adoption and GAP. (COMAR 07.02.13)
Organization/Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (OOH), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.13
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 – 2013
Completeness /Gaps	N/A

Schedule Item Number	10
Retention	Retain for 100 years after closure, then destroy. This record, if paper, may be scanned to Maryland State Archives Standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. (These records will remain sealed with access to authorized LDSS/DHS personnel).
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Child Welfare Case Records Series III - Adoption Services		Pages 41 - 42 of 48

Record Series Content	Adoption records include all documentation from the time a youth enters foster care until the adoption is finalized. It contains all case plans, court information, financial documents, placement history, and medical and psychological material. All CPS, CJIS, home study and finalization information should remain in the record for the life of the case. If records are retired before case closure/termination, copies must be made of this information. Local Department Director exceptions must also be kept in the record for the life of the case.
Record Series Function	Retention of this record is necessary due to historical information that might be requested either by the adopted child regarding their adoption and/or medical information. This could occur at any time in their life. If there are later allegations regarding the home, it would also be necessary to access the record for information obtained earlier. Title IV-E and supporting documentation are a part of the child's case record and must be maintained permanently with the remainder of the case record. Retention must mirror Foster Care, Adoption and GAP. (COMAR 07.02.12)
Organization/ Arrangement	These records are filed alphabetically by name at the local agency but also contain a MDCHESIE/CIS/CID number which is used when boxing up the cases for storage and will be in the indexing system.
Indexing System	The index system will contain type of record (OOH), destroy date, MDCHESIE/CIS/CID number. Name will be used only if there is no identifying number
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.12
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	Each local DSS office throughout the state
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 – 2013
Completeness /Gaps	N/A

Schedule Item Number	11
Retention	Retain for 100 years after closure, then destroy. This record, if paper, may be scanned to Maryland State Archives Standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. (These records will remain sealed with access to authorized LDSS/DHS personnel).
Justification for Permanent Retention	

<div>DEPARTMENT OF GENERAL SERVICES</div> <div>RECORDS MANAGEMENT DIVISION</div> <div>RECORDS INVENTORY AND RETENTION SCHEDULE</div>		<div>Schedule No. 2892</div> <div>(To be completed by DGS/Records Management Division)</div>
Records Series Title: Service Case Records Series IV - Interstate Compact on the Placement of Children (ICPC)/(DHR/SSA Only) - Independent and Private Adoptions		Pages 43 - 44 of 48
Record Series Content	Includes the complete ICPC case file (hard copy, referral, placement approval or denial form, confirmation of placement form, quarterly progress reports, adoption finalization recommendations or disruption memo, confirmation of adoption finalization form and associated court order, return of infant/child form, if disrupted). The ICPC case files for independent and private adoptions do not contain the information that would be required by an adoptee searching and only pertains to the home study process and monitoring for the adoptive home.	
Record Series Function	The Interstate Compact (ICPC) is a uniform law among participating US States (52 members including Wash., DC and US Virgin Islands) which enables pursuing necessary, potential reunification and permanency for children with their parents, relatives, foster parents and adoptive resources (as well as needed Residential Treatment Center services) across State lines.	
Organization/Arrangement	These records are filed alphabetically by name but also contain MDCHESSE number which is used when boxing up cases for storage and will be in the indexing system.	
Indexing System	Index system contains type of record (ICPC-Adoptions), destroy date, MDCHESSE number. Name will be used only if there is no identifying number.	
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.11.28	
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders in either letter or legal size.	
Volume (file drawers, gigabytes, etc.)	Varies by number of ICPC-Adoption cases maintained by SSA at any time	
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by number of ICPC-Adoption cases closed each year	
Current Location	SSA	
Audit Requirements	Retention timeframe includes time required for any audit purposes.	
Date Span	2008 – 2016	
Completeness /Gaps	N/A	
Schedule Item Number	12	
Retention	Retain in SSA for 1 year following closing of case, and then destroy.	

Justification for Permanent Retention	N/A
--	-----

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: Service Case Records Series IV - Interstate Compact on the Placement of Children (ICPC)/(DHR/SSA Only) - Parent Initiated Residential Placement		Pages 45- 46 of 48

Record Series Content	SSA retains the complete ICPC case record file (hard copy, referral, placement approval or denial form, confirmation of placement form, quarterly progress reports, confirmation of child's return to MD caretaker/guardian form).
Record Series Function	The Interstate Compact (ICPC) is a uniform law among participating US States (52 members including Wash., DC and US Virgin Islands) which enables pursuing necessary, potential reunification and permanency for children with their parents, relatives, foster parents and adoptive resources (as well as needed Residential Treatment Center services) across State lines.
Organization/Arrangement	These records are filed alphabetically by name but also contain MDCHESSEIE number which is used when boxing up cases for storage and will be in the indexing system.
Indexing System	Index system contains type of record (ICPC), destroy date, MDCHESSEIE number. Name will be used only if there is no identifying number.
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.11.28
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders in either letter or legal size.
Volume (file drawers, gigabytes, etc.)	Varies by number of ICPC cases maintained by SSA at any time
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by number of ICPC cases closed each year
Current Location	SSA
Audit Requirements	Retention timeframe includes time required for any audit purposes.
Date Span	2008 – 2016
Completeness /Gaps	N/A

Schedule Item Number	13
Retention	SSA retains record for 1 year following the closing of the case, and then destroy.

Justification for Permanent Retention	N/A
---------------------------------------	-----

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 (To be completed by DGS/Records Management Division)
Records Series Title: SSA Contracts and Agreements for Foster Care Placement Services		Page 47 of 48

Record Series Content	Includes Contracts for Foster Care placement services, agreements and grants.
Record Series Function	Support the work of SSA.
Organization/Arrangement	These records are filed alphabetically by provider name by fiscal year but also contains an agency control numbers which will be in the indexing system.
Indexing System	The index system will contain type of record (RCC, CPA or OOS), destroy date, and agency control numbers
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under Annotated Code of Maryland, General Provisions Article §§ 4-310, 3-335, 4-301, and 4-311.
Formats (bound book, microfilm, pdf, tif, etc.)	Loose papers in file folders either letter or legal size
Volume (file drawers, gigabytes, etc.)	Varies by number of annual contracts that have been closed previously and are being maintained for the prescribed time period
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by number of annual contracts not continued
Current Location	SSA
Audit Requirements	Retention timeframe includes time required for any audit purpose.
Date Span	2008-2015
Completeness /Gaps	N/A

Schedule Item Number	14
Retention	All SSA contracts, grants and agreements shall be maintained at DHS in an inactive file for a period of three (3) years after their expiration date. After the three (3) year period, they will be transferred to the Records Center for storage for an additional four (4) year period after which time they will be destroyed.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. 2892 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Index	Page 48 of 48	

Record Series Content	This series has indexing for all of the other series in this schedule. The index combines all of the information included in box inventories when the records are boxes. The index variously includes case type, identifying number names (if there are no identifying numbers), date, destroy date (where applicable), and information on what box a file is in.
Record Series Function	Indexing allows staff to digitally search through all of the box inventories to determine the location of a specific file
Organization/Arrangement	Organization and arrangement varies by local jurisdiction
Indexing System	N/A
Restrictions (Law or Regulation Citation)	Restricted for confidentiality under COMAR 07.02.07.19
Formats (bound book, microfilm, pdf, tif, etc.)	Formats vary by local jurisdiction. All are digital. Most are excel spreadsheets.
Volume (file drawers, gigabytes, etc.)	Varies by Local DSS
Annual Accumulation (file drawers, gigabytes, etc.)	Varies by Local DSS
Current Location	DSS
Audit Requirements	Retention timeframe includes time required for any audit purpose.
Date Span	2006-2018
Completeness /Gaps	N/A

Schedule Item Number	15
Retention	Local DSS will maintain index entries for non-permanent records for as long as the records to which it applies exists, then destroy. Index entries for permanent records will be maintained by the Local DSS and will be transferred to the State Archives at the same time as the records to which it pertains are transferred.
Justification for Permanent Retention	N/A