

State of Nevada HHS: Child & Family Services Division

Version Date: 2/28/2014

1994067 Case Record: Adoption Records

Reviewed: 01/17/2003

Description: This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Adoption records also include separate case files on birth parents, adopted children and adoptive parents. These files may contain: case recording narratives, medical and social history summaries, adoptive home study, confidential reports to the court, relinquishments, copies of court records (Termination of Parental Rights petitions and orders, etc.), child's birth certificate, notice of proposed adoptive placement, law enforcement reports, FBI fingerprint cards and copies, reference information and adoption application.

Retention: Retain this record series for a period of fifty (50) calendar years from the close of the file.

Disposition: Permanent: Transfer to State Archives

2005138 Case Record: Neglected, Abused or Delinquent Child -- Child Fatality

Reviewed: 01/11/2006

Description: This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may contain a copy of the death certificate and associated documents.

Retention: Retain records for a period of fifty (50) calendar years from the close of the case or last action in the file.

Disposition: Destroy Securely

2002026 Case Record: Neglected, Abused or Delinquent Child--in cases where the child is not placed in protective

Reviewed: 01/17/2003

Description: This record series documents and administers case files which have determined that a waiver of a full investigation is required (NRS 432B.320); the child is not in need of protection (NRS 432B.370); the child needs protection but is not in immediate danger (NRS 432B.340); or the child has been placed voluntarily by a parent or guardian (NRSB.360). These files contain current and continuous documentation in providing services, excluding protective custody, for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain records for a period of three (3) calendar years from the close of the case.

Disposition: Destroy Securely

2002027 Case Record: Neglected, Abused or Delinquent Child--in cases where the child is placed in protective

Reviewed: 01/17/2003

Description: This record series documents and administers case files where the child has been placed in protective custody (NRS 432B.390). These files contain current and continuous documentation in providing services, including protective custody, for neglected, abused or delinquent children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain records for a period of six (6) calendar years from the close of the case.

Disposition: Destroy Securely

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2002028 Case Record: Neglected, Abused or Delinquent Child--sexual abuse cases and/or cases that have been

Reviewed: 01/17/2003

Description: This record series documents and administers case files which have been referred to a district attorney for criminal prosecution (NRS 432B.380) or documents sexual abuse (NRS 11.215). These files contain current and continuous documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain records for a period of fifty (50) calendar years from the close of the case.

Disposition: Destroy Securely

2006061 Case Record: Rite of Passage Facility

Reviewed: 06/14/2006

Description: These records include Child Protective Service investigations of the Rite of Passage facility in Shurz, Nevada. Rite of Passage is a detention-type facility for youths that have engaged in criminal activity. Division of Child and Family Services investigations are conducted pursuant to abuse allegations in accordance to NRS 432B.220 (2)(a), NAC 432B.140 to 432B.170 and 45 CFR 1340.14 (e). The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, conclusion of investigation and related correspondence.

Retention: Retain these records for a period of sixteen (16) calendar years from the closure of the case.

Disposition: Destroy Securely

2010035 Central Registry Records

Reviewed: 09/08/2010

Description: These records are the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child (See NRS 432.0999 to 432.130). The records may contain, but are not limited to, information on: Reports of abuse or neglect (See NRS chapter 432B); Statistical data; Substantiated release of information records, with associated documentation, including Adam Walsh and other screenings (Note: retain other requests per General Schedule RDA 2009047 "Records Request Files: Granted"); Related information.

Retention: Retain these records for at least three (3) but no more than ten (10) years after the subject child reaches the age of eighteen (18).

Disposition: Destroy Securely

2008029 Certificates and Warrants

Reviewed: 09/10/2008

Description: These records document the eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090). The record may include but is not limited to: Eligibility certificates and/or warrants; Disbursement reports (including copies of accounting records); Related correspondence; Similar documentation.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2008030 Certificates and Warrants: Audit Files

Reviewed: 09/10/2008

Description: These records document the in-house audit completed of voided and/or cancelled eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090). The record may include but is not limited to: Audit report; Related correspondence; Similar documentation.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they

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pertain.

Disposition: Destroy Securely

1998168 Certificates and Warrants: Voided and/or Cancelled

Reviewed: 09/10/2008

Description: These records are the voided and/or cancelled eligibility certificates and warrants used for the payment of benefits (See NRS 432A.070 (1)(d), 432A.080 and 432A.090) The record may include but is not limited to: Voided and/or cancelled eligibility certificates and/or warrants; Related correspondence; Similar documentation.

Retention: Retain these records until after completion of a successful in-house audit.

Disposition: Destroy Securely

2012013 Child Fatality Summary Case Reviews

Reviewed: 08/08/2012

Description: These records document summaries made of child fatality cases. The summaries are sent to the Legislative Auditor in accordance with NRS 218G.550 to 218G.555. These summaries contain personal identifying information on the child, parents, siblings, and other individuals concerned with the case (see NRS 218G.555).

Retention: Retain these records for a period of three (3) calendar years from the date of the report.

Disposition: Destroy Securely

2012014 Child Welfare Agency Public Disclosure Record

Reviewed: 08/08/2012

Description: These records document the public disclosure reports of child fatalities and near fatalities required by NRS 432B.175. The Division of Child and Family Services places these disclosures onto their website for one year.

Retention: Retain these records for a period of three (3) calendar years from the date of the disclosure.

Disposition: Destroy Securely

2002131 Denied Adoption Files

Reviewed: 01/17/2003

Description: This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. The files may include: Adoption Application, references, law enforcement forms & history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, Home Study evaluations and reports, initial licensing study, training records and certificates, CA/NS search results, health forms, home inspection form, approval & waivers, complaint log, case narrative, related correspondence and similar documents.

Retention: Retain this record series for three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption).

Disposition: Destroy Securely

2009006 Due Process Hearing Files

Reviewed: 06/10/2009

Description: These records document the hearings held for applicants, recipients and/or providers concerning adverse determinations by the Division. The record may contain but is not limited to: Complaint with associated material; Investigation documentation; Hearing documentation (including notices, motions, transcripts, pleadings, findings, declarations, etc.); Related correspondence. Note: files of providers may also contain: Copies of financial records; Copies of licensing records; Copies of federal documents; Related documentation.

Retention: Retain this record series for a period of six (6) calendar years from the calendar year in which the final determination of the hearing was made.

Disposition: Destroy Securely

1998166 Eligibility Files

Reviewed: 02/17/1999

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Description: This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain: eligibility documentation and forms, budget worksheet, approval notice, application, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and EPSDT information if not in a separate folder. The file may also contain Planning/SSI inventories and assessments, and other miscellaneous SSI forms, and miscellaneous legal material.

Retention: Retain for a period of three (3) federal fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely

2007011 Family Preservation Case File: Not Sexually Abused

Reviewed: 04/11/2007

Description: This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Family Preservation Program Case Records also contain mental health treatment, status of offenders and delinquency documents.

Retention: Retain for a period of three (3) calendar years from the close of the case.

Disposition: Destroy Securely

2007012 Family Preservation Case File: Sexually Abused

Reviewed: 04/11/2007

Description: This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. Family Preservation Program Case Records also contain mental health treatment, status of offenders and delinquency documents.

Retention: Retain these records for a period of fifty (50) calendar years from the close of the case.

Disposition: Destroy Securely

1990250 Family Preservation Program Monthly Report File

Reviewed: 11/06/1990

Description: This record series consists of copies of manually prepared internal reports by region and clients, in detail and in summary form. These are filed by month.

Retention: Retain only as long as useful to the agency.

Disposition: Destroy

1990249 Family Preservation Program Recipient Files

Reviewed: 11/06/1990

Description: These files are established when a profoundly mentally disabled person is being cared for by a relative, and that relative is receiving financial assistance on a monthly basis for the care of that person (See NRS 422A.650). The record series may include: Determination form, Treatment Plan, income documentation, treatment status, copies of miscellaneous correspondence, changes of address or income, annual redetermination of benefits.

Retention: Retain this record series for a period of three (3) calendar years from the date that the file is closed.

Disposition: Destroy Securely

1999111 Foster Care Licensing Files

Reviewed: 01/12/2000

Description: This record series administers and documents families licensed to provide care to children who are in the custody of the Division. Closed files provide a historical documentation of the performance of licensed foster parents. The files may include: application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers & approvals, Child Protective Services reports, Licensing

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complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, requests and related correspondence.

Retention: Retain this record series for a period of sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license.

Disposition: Destroy Securely

1998167 Systems Reports

Reviewed: 02/17/1999

Description: This record series documents computer and other reports used for eligibility and accounting functions. The files may contain: computer reports from the Welfare Division and Medicaid offices, NOMAD computer reports, office generated reports, state and federal accounting reports, and related correspondence.

Retention: Retain for a period of three (3) federal fiscal years from the fiscal year to which it pertains.

Disposition: Destroy Securely