

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Child & Family Services Division

Schedule ID # 5504

Version Date: 7/10/2019

This version supersedes all previous versions.

1994067 Case Record: Adoption Records

Description: Adoption records include separate case files on birth parents, adopted children and adoptive parents. The files may contain but are not limited to: case recording narratives, medical and social history summaries, adoptive home study, confidential reports to the court, relinquishments, court records (Adoption Decree, Termination of Parental Rights, petitions and orders, etc.), child's birth certificate, notice of proposed adoptive placement, law enforcement reports, FBI fingerprint cards, adoption application, and reference information.

Retention: Retain for fifty (50) calendar years from the end of the calendar year in which the file was closed.

Disposition: Permanent: Transfer to State Archives

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

Description: This record series contains cases of a child fatality. These files contain documentation of 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 contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, school records, health care provider records, mental health records and offensive specific reports, death certificate, and associated documents.

Retention: Retain for fifty (50) calendar years from the end of the calendar year of in which the case was closed or last action in the file.

Disposition: Destroy Securely

2002026 Case Record: Neglected, Abused or Delinquent Child-- Non-Protective Custody/Non-Sexually Abused

Description: This record series contains 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 (NRS 432B.360). The files show identifying data on child, source of referral, reason for referral, social work activity, family assessment, current and continuous documentation in providing services, excluding protective custody, for neglected, abused or delinquent children. The files may contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, and history files.

Retention: Retain for three (3) calendar years from the end of the calendar year of in which the case was closed.

Disposition: Destroy Securely

2002027 Case Record: Neglected, Abused or Delinquent Child-- Protective Custody/ Non-Sexually Abused

Description: This record series contains 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, identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain for six (6) calendar years from end of the calendar year of in which the case was closed.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Child & Family Services Division

Schedule ID # 5504

Version Date: 7/10/2019

This version supersedes all previous versions.

2002028 Case Record: Neglected, Abused or Delinquent Child--Referred for Criminal Prosecution

Description: This record series contains 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, identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files.

Retention: Retain for fifty (50) calendar years from end of the calendar year of in which the case was closed.

Disposition: Destroy Securely

2010035 Central Registry Records

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 for ten (10) years after the subject child reaches the age of eighteen (18).

Disposition: Destroy Securely

2008029 Certificates and Warrants

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

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 pertain.

Disposition: Destroy Securely

1998168 Certificates and Warrants: Voided and/or Cancelled

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

Description: These records contain 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 for three (3) calendar years from the end of the calendar year in which the summary submitted to the Legislative Auditor.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Child & Family Services Division

Schedule ID # 5504

Version Date: 7/10/2019

This version supersedes all previous versions.

2012014 Child Welfare Agency Public Disclosure Record

Description: These records contain 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 for three (3) calendar years from the end of the calendar year of the disclosure.

Disposition: Destroy Securely

2007052 Confidential Address Program Files

Description: These records document the approval and assignment of fictitious addresses by the Division under the Assistance to Victims of Domestic Crime Act (NRS 217.462 to 217.471). The records may include but are not limited to: applications with supporting documentation, fictitious address designations, documents from organizations to assist victims of domestic violence (NAC 217.100), associated documentation, and related correspondence.

Retention: Retain for four (4) calendar years from the end of the calendar year in which the fictitious address assignment is canceled or expired.

Disposition: Destroy Securely

2007053 Confidential Address Program Files: Non-approved Applications

Description: These records document the non-approved applications for a fictitious address by the Division under the Assistance to Victims of Domestic Crime Act (NRS 217.462 to 217.471). The records may include but are not limited to: applications with supporting documentation, documents from organizations to assist victims of domestic violence (See NAC 217.100), associated documentation, and related correspondence.

Retention: Retain for one (1) calendar year from the end of the calendar year in which the application was not approved.

Disposition: Destroy Securely

2002131 Denied Adoption Files

Description: This record series contain the adoption files that were investigated and denied in accordance with NRS Chapter 127. The files may contain but are not limited to: adoption application, references, law enforcement forms and history, FBI fingerprint investigation results, Nevada Criminal History Repository inquiry results, home study evaluations and reports, initial licensing study, training records and certificates, Child Abuse Neglect Screening (CANS) search results, health forms, home inspection form, approval & waivers, complaint log, case narrative, related correspondence and similar documents.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

2009006 Due Process Hearing Files

Description: These records contain 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, financial records, licensing records, federal documents, and related documentation.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the final determination of the hearing was made.

Disposition: Destroy Securely

State of Nevada Approved Records Retention and Disposition Schedule

HHS: Child & Family Services Division

Schedule ID # 5504

Version Date: 7/10/2019

This version supersedes all previous versions.

1998166 Eligibility Files

Description: This record series contains the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain but are not limited to: eligibility documentation and forms, budget worksheet, approval notice, application, correspondence, memos, referrals, medical/psychological material, Medicaid forms, and Early and Periodic Screening, Diagnostic and Treatment Services (EPSDT) information if not in a separate folder, Planning/Social Security Income (SSI) inventories and assessments, other SSI forms, and legal material.

Retention: Retain for three (3) federal fiscal years from the end of the federal fiscal year in which the determination was made.

Disposition: Destroy Securely

1990249 Family Preservation Program Recipient Files

Description: These files are established when a profoundly intellectually or developmentally disabled person is being cared for by a relative, and that relative is receiving financial assistance monthly for the care of that person (See NRS 422A.650). The files may contain but are not limited to: determination form, treatment plan, income documentation, treatment status, correspondence, changes of address or income, annual redetermination of benefits.

Retention: Retain for three (3) calendar years from the end of the calendar year of in which the file was closed.

Disposition: Destroy Securely

2007011 Intensive In-Home Family Services File: Not Sexually Abused

Description: This record series contains documentation of 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 contain but are not limited to: initial complaint, referral, reporting forms, investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided, mental health treatment, status of offenders and delinquency documents.

Retention: Retain for three (3) calendar years from the end of the calendar year of in which the case was closed.

Disposition: Destroy Securely

2007012 Intensive In-Home Family Services File: Sexually Abused

Description: This record series contains documentation of 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 contain but are not limited to: initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, court records, notification of parent documents, summaries of contacts, case plan, criteria for closure, documentation of services provided, mental health treatment, status of offenders and delinquency documents.

Retention: Retain for fifty (50) calendar years from the end of the calendar year in which the case was closed.

Disposition: Destroy Securely

1998167 Systems Reports

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
