



Administrative Policies and Procedures: 7.12

Subject:	Records and Information Management
Authority:	TCA 10-7-301; 10-7-304; 37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-6F-04; COA: PA-RPM 6.01, 6.02; 6.03, 6.04, 6.05; DCS Practice Model Standard: 8-306
Application:	To All Department of Children's Services Employees
Policy Statement:	
The Department of Children's Services (DCS) shall develop efficient records management operating procedures governing the disposition of departmental record holdings in all media.	
Purpose:	
To provide guidelines for records information management, storage, retrieval, and review.	
Procedures:	
A. DCS Management	DCS management will ensure that efficient and cost effective records and information management procedures are followed in order to make records readily accessible, protect the safety and integrity of documents and data, eliminate paper and electronic clutter, minimize and consolidate form usage, reduce operating costs, lessen storage requirements, free up memory capacity, and ensure compliance with legal and statutory requirements.
B. Office of Records Management	The Office Of Records Management, by direction of the Commissioner, will be the primary records and information management unit for DCS, and will perform the following responsibilities: <ol style="list-style-type: none"> 1. Develop and maintain an active records management program. 2. Develop policies and assist in the establishment of approved record retention schedules for all DCS divisions, regional offices, and juvenile justice facilities. 3. Maintain current retention schedules, Record Disposition Authorizations (RDAs) and comprehensive inventories, regardless of media, for DCS records stored in both on-site and off-site state and non-state owned buildings. 4. Represent DCS before the PRC regarding departmental records management policies and procedures and requests for record dispositions.

	<ol style="list-style-type: none"> 5. Coordinate activities to increase records management awareness and training for agency employees. 6. Assist in identifying and preserving historical records. 7. Assist in identifying vital records critical to disaster recovery and contingency planning. 8. Serve in an advisory capacity for information systems that store, retrieve, report, and review client information. 9. Assist DCS divisional offices, regional offices, and juvenile justice facilities with destruction, off-site storage, and disaster recovery services. 10. Prepare annual records management related reports (e.g., records holding, operation roundfile, etc.). 11. Serve as agency liaison on records management issues.
<p>C. Records Officer</p>	<p>The DCS records officer (DRO), as designated by the Commissioner, will coordinate retention schedule requests with the Records Management Division of the Department of General Services and assist in the development of DCS records management policies and procedures.</p>
<p>D. Records & Information Management Policy & RDA Review Committee</p>	<ol style="list-style-type: none"> 1. The DCS RDA Review Committee will be composed of staff selected by the Commissioner, or designee, to include, but not limited to, the DRO, forms officer, and information system analyst. 2. The committee will review and evaluate RDA requests and records policies and procedures. When a RDA request for child welfare or juvenile justice records is under consideration a representative from the appropriate program area shall serve as a voting member of the committee. The DRO will serve as chairperson of the committee.

<p>Forms:</p>	<p>None</p>
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<p>Collateral documents:</p>	<p>None</p>
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