

State of Tennessee Department of
Children's Services (DCS)
Records Retention
Alphabetical Order by Record Series
Title

Education Records

RDA Number Records Title and Description

10223 Closed DCS Education Records Approved: March 4, 2010

DCS is required to maintain education records on all students attending school in a DCS facility. These records are a collection of documented education information on a child no longer in DCS Custody. These records may include transcripts, GED Certificate, Diploma, Report Cards, Vocational Certificates, Special Education Census, Federally required testing data (TCAP, Terra Nova Achievement Test, Gateway Exams etc.), ACT or SAT Assessment.

Disposition THE FILES ARE TO BE CUT OFF AT THE CHILD'S 24th BIRTHDAY THEN, CONVERTED TO ECM/FileNet. AFTER VERIFICATION OF ELECTRONIC RECORDS, PAPER WILL BE DESTROYED. ELECTRONIC RECORDS TO BE MAINTAINED PERMANENTLY.