


**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

Distribution: X & Z

**Policy Guide 2013.06**

**Records Retention**

**DATE:** October 1, 2013  
**TO:** All DCFS and Private Agency Child Welfare Staff  
**FROM:** Richard H. Calica, Director   
**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to notify staff that SACWIS documents no longer need to be printed out when preparing adoption and child welfare files for storage, pursuant to DCFS Procedures 436, Records Maintenance, and 401.270, Licensing Standards for Child Welfare Agencies, and Administrative Procedure #5, Child Welfare Case Record Organization & Uniform Recording Requirements. In addition, the 10 Year Cycle Requirement has been eliminated. The process to change the Department Rules and Procedures to be consistent with this Policy Guide has already begun. The revisions will be released in the near future.

**II. PRIMARY USERS**

Primary users of this Policy Guide are DCFS and Private Agency Child Welfare Staff and Supervisors.

**III. BACKGROUND**

This Policy Guide introduces the changes, effective May 22, 2013, being implemented by the State of Illinois State Records Commission pursuant to changes approved by the Joint Committee on Administrative Rules relating to the modification of State Records Commission Rule 4400, Sections 4400.70 (Digital Reproduction) and 4400.80 (Management of Electronic Records).

**IV. RECORDS RETENTION**

Effective immediately, Adoption Case Records and Child Welfare Programs/Services Case Files will now be stored as a combination of paper files and electronic record files. All information that is stored electronically on SACWIS will remain in that digital file format. The remaining portion of the file information which is on paper will be stored in paper format.



## **V. QUESTIONS**

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

## **VI. FILING INSTRUCTIONS**

File this Policy Guide immediately following Procedures 436.4, Records Management.