

**Index No: 97-11 dated November 20, 1997**

Applicable To: Licensed Child Welfare Agencies, Licensed Day Care Centers

**Question:**

**When a child welfare agency operates a day care center, which rules apply for the retention of a child's day care records?**

Response:

When a child welfare agency operates a day care center, the child's day care records shall be kept in accordance with Section 407.34(a), i.e. maintained for five years after the child has been discharged from the day care center.