

CHILDREN AND YOUTH SERVICES RECORDS

CY-1 Administrative And Subject Files

See **Administrative and Legal Records** found in Section 2 for retention guidance. Where applicable, **comply** with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-2 Adoption Records-Finalized

Includes birth records, baptismal certificates, legal documents pertaining to the termination of parental rights, evidence of legal consummation of adoption, etc.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-3 Adoption Records-Pending

Contains records pertaining to families that have applied to adopt a child but have not been evaluated, or families that have been evaluated and are waiting for placement of a child.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-4 Client Case Files-General Protective Services

Includes family service plan; placement, educational, medical/psychological, financial and legal records; and correspondence.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-5 Client Case Files, General Protective Services-Child Abuse

Consists of family service plan; placement, educational, medical/psychological, financial and legal records; and correspondence. Also includes police reports, State forms, medical report, and report to State for status determination.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-6 Closed Intake Files

Contains record of referral and documentation of actions taken with the family.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-7 Fiscal Records

Includes standard accounting and financial records relating to the funds of the Children and Youth Services Department.

See **Financial Records**, **Payroll Records**, and **Purchasing Records** found in Section 2 for retention guidance. Where applicable, **comply** with retention requirements promulgated by the appropriate funding agency.

CY-8 Foster Family Records

Contains application, foster home studies, annual re-evaluation, list of children cared for, and correspondence.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-9 Minutes Of The Board Of Children And Youth Services

Record of the Children and Youth Services Board meeting including date, names of members present and absent, issues discussed, motions, reports and actions taken.

Retain permanently for administrative, legal and historical purposes.

CY-10 Personnel Records

Generally includes individual's application for employment, employee benefit information, disciplinary records, work/salary history summary, performance appraisals, etc.

See **Personnel Records** found in Section 2 for retention guidance. Where applicable **comply** with retention requirements promulgated by the appropriate administering/funding/licensing agency.

CY-11 Providers' Files

Includes invoices from providers of children and youth services to the county agency. May also contain contracts, budget requests and related correspondence.

Comply with retention requirements promulgated by the appropriate administering/funding/licensing agency.