

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

Administrative Records

RDA Number Records Title and Description

2888 Food Services Program Files
Approved: December 6, 2001

FOOD SERVICE PROGRAM INFORMATION ON MINIMUM DIETARY
REQUIREMENTS, FISCAL EXPENDITURES, NUMBER OF MEALS SERVED
ETC., AT RESIDENTIAL TREATMENT FACILITIES.

Disposition THE FILES ARE TO BE CUT OFF AT THE END OF EACH FISCAL YEAR THEN,
MAINTAIN IN AGENCY SIX (6) YEAR(S); THEN DESTROY.

2925 INTERNAL AFFAIRS INVESTIGATIONS

Disposition ORIGINAL INVESTIGATIVE CASE FILES
RECORDS OF COMPLETED REPORTS OF STAFF/STUDENT
ALLEGATIONS OF EMPLOYEE MISCONDUCT, CRIMINAL
ACTIVITY, DCS POLICY OR PROCEDURE VIOLATIONS, CHILD
ABUSE, USE OF FORCE, STATEMENTS, AFFADAVITS AND
EVIDENCE.

INVOLVING MINORS: FILES ARE TO BE CUTOFF ON JUNE 30TH FOLLOWING
CASE CLOSER DATE, MAINTAIN IN AGENCY FOR 10 YEARS OR UNTIL CHILD
REACHES AGE 21, WHICHEVER IS LONGER, THEN DESTROY

NOT INVOLVING MINORS: FILES ARE TO BE CUTOFF ON JUNE 30TH
FOLLOWING CASE CLOSER DATE, MAINTAIN IN AGENCY FOR 10 YEARS,
THEN DESTROY

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2926	National Criminal Information Check (NCIC) Approved: October 15, 2002
	FINGERPRINT CRIMINAL BACKGROUND CHECK OF ALL CHILD CARE PROVIDERS CONDUCTED THROUGH THE FEDERAL BUREAU OF INVESTIGATIONS (FBI) AND TENNESSEE BUREAU OF INVESTIGATIONS (TBI).
Disposition	THE FILES ARE TO BE CUT OFF AT THE END OF EACH CALENDAR YEAR THEN, MAINTAIN IN AGENCY FIVE (5) YEAR(S); THEN DESTROY.
2899	Safety Program Files Approved: March 8, 2002
	FIRE AND OCCUPATIONAL SAFETY PROGRAM INFORMATION.I.E., EVACUATION AND CONTINGENCY PLANS, FIRE EXIT DRILLS, SPECIALIZED INSPECTIONS, TRAINING, MEMOS, STATE AND LOCAL COMPLIANCE NOTICES, ETC., FOR DCS FACILITIES.
Disposition	THE FILES ARE TO BE CUT OFF AFTER THREE (3) YEAR ACCREDITATION CYCLE THEN, DESTROY AFTER ACA AUDIT.