



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Child Services, Department of. Child Welfare.

Agency: Child Welfare		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2008-24	<b>CHILD FATALITY/NEAR FATALITY FILES - UNSUBSTANTIATED</b> These are used for statistical and planning purposes. This record series was created to enable the Department of Child Services to better track the deaths/near deaths of children. This record series includes law enforcement reports, coroner reports, if applicable; relevant medical records and copies of any media coverage of the death or near death. The file may also contain release of information forms that might be required in order to secure necessary information, correspondence, phone messages or formal assessment reports and conclusions. An unsubstantiated file: When facts obtained during an assessment (investigation) provide credible evidence that child abuse or neglect has not occurred. Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27.	TRANSFER to the RECORDS CENTER one (1) year after assignment of unsubstantiated status. DESTROY after an additional twenty-three (23) years in the RECORDS CENTER.
2	2008-26	<b>FINGERPRINT ACCESS LOGS</b> Access to fingerprints of individuals being considered as potential placement for children under the care and custody of the Department of Child Services, and the results of the criminal history checks based on the fingerprints, must be tracked. A log is kept for tracking access to this material. Each log consists of one (1) calendar year-s worth of tracking. Disclosure of these records may be subject to IC 5-14-3-4-(b).	TRANSFER to the RECORDS CENTER five (5) years after log closure. DESTROY after an additional twenty (20) years in the RECORDS CENTER.

3	2008-27	<p><b>FINGERPRINTS-RESIDENTIAL INSTITUTIONS/FOSTER OR ADOPTIVE HOMES</b></p> <p>Pursuant to IC 31-27, residential facilities (i.e., group homes, child caring institutions and child placing agencies), as well as foster and adoptive homes are required to provide the Department of Child Services with the necessary information, forms, or consents for the Department of Child Services to conduct fingerprint checks. As to all other background checks, the applicant must provide the results of the check to the Department of Child Services. Regarding residential facilities, executives, facility directors, and employees, volunteers and interns who have or will have direct contact, on a regular and continuing basis, with children who are or will be under the direct supervision of the facility are required to have criminal history checks. Regarding foster or adoptive homes, applicants for licenses, all household members at least fourteen (14) years of age, and any employee or volunteer who has or will have direct contact, on a regular and continuing basis, with children who are or will be under the direct supervision of the applicant are required to have criminal history background checks. A contracted agency fingerprints those persons, scans the prints and transmits the prints to the Indiana State Police (ISP). The Indiana State Police transmits the prints to the FBI and receives the criminal history information back electronically to which the ISP adds their information. This is then e-mailed to Central Office. Records of those persons who are disqualified or conditionally disqualified based upon criminal history are kept at Central Office either electronically on a secure site or in hard copy in locked files. Disclosure of these records may be subject to IC 5-14-3-4-(b).</p>	TRANSFER to the RECORDS CENTER ten (10) years after resolution of status. DESTROY after an additional fifteen (15) years in the RECORDS CENTER.
4	2008-30	<p><b>SUPPLEMENTAL SECURITY INCOME (SSI) FOR WARDS OF THE STATE</b></p> <p>These files are maintained separately from the child welfare files to which they pertain. The content includes Disability Information and an SSI application that has been forwarded to the Social Security Administration Office for determination.</p>	TRANSFER to the RECORDS CENTER at the end of the Federal Fiscal Year of SSI determination. DESTROY after an additional fifteen (15) years in the RECORDS CENTER.
5	2008-33	<p><b>INSTITUTIONAL CHILD PROTECTION SERVICE FILES - UNSUBSTANTIATED - LOCAL OFFICE</b></p> <p>Files typically contain investigative reports, a referral log, notes, correspondence, medical reports, recommendations to the residential child care facility to the local Department of Child Services office concerning action taken on the recommendations. Files could contain police or coroner reports, legal depositions, news clippings, and audio or video tapes. These are arranged in folders and dated by the birth date of the youngest victim child. Unsubstantiated: When facts obtained during an assessment (investigations) provide credible evidence that child abuse or neglect has not occurred. Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27.</p>	TRANSFER to the RECORDS CENTER one (1) year after assignment of unsubstantiated status. DESTROY after an additional twenty-three (23) years in the RECORDS CENTER.

6	2008-36	<p><b>CHILD PROTECTION SERVICE ASSESSMENT - UNSUBSTANTIATED, AND SCREENOUTS</b></p> <p>These files contain information related to allegations. Files contain documentation pertaining to the assessment of a report of alleged child abuse or neglect such as State Form Number 114/CW Form 0310 and may contain State Form Number 113/CW form 0311, the latter showing that the report of alleged child abuse or neglect was unsubstantiated. Other items might include signed consents and releases, notifications, photographs, log notes, records of medical and psychological examinations, safety/assessment plan, 30/75 day reports to specified reporters, risk and strengths/needs assessments. CPS reports that are screened out and are not investigated or cannot be fully investigated are considered incomplete, and the status assigned to such reports is unsubstantiated. Unsubstantiated: When facts obtained during an assessment (investigation) provide credible evidence that child abuse or neglect has not occurred. Disclosure of these records may be subject to IC 31-33-18-1 and IC 31-27. Retention based on IC 31-33-26 and IC 31-33-27.</p>	TRANSFER to the RECORDS CENTER six (6) months after assignment of unsubstantiated status. DESTROY after an additional twenty-three and one half (23.5) years in the RECORDS CENTER.
7	2008-38	<p><b>ASSISTED GUARDIANSHIP FILES</b></p> <p>Files contain information regarding eligible children who are placed with qualified relatives who can provide an alternative permanency option for them that is in their best interest. The Department of Child Services provides a subsidy to meet the needs of the children based upon guidelines established for this program but has no other responsibility for the children. The file content includes copies of the notice of petition for and hearing on assisted guardianship, court records, annual reviews of the subsidy, documentation of appeals and hearings, and any child support assignment. Disclosure of these records may be subject to 470 IAC 1-2-7, (August 5, 2009 Update)</p>	TRANSFER to the RECORDS CENTER three (3) years after the federal fiscal year in which assistance is terminated, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years in the RECORDS CENTER.
8	2008-40	<p><b>TITLE IV-E FC ELIGIBILITY FILES</b></p> <p>These files are maintained separately from the child welfare files to which they pertain. The content includes budget forms, court orders, verification of eligibility criteria, placement documentation such as licensing data, CPS and criminal history checks, child support and Medicaid assignment and other suggested documentation.</p>	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after removing and destroying criminal history data. DESTROY after ten (10) years in the RECORDS CENTER.
9	2009-16	<p><b>FOSTER CARE AND ADOPTION REIMBURSEMENT</b></p> <p>These payments are made pursuant to a schedule of payments from a Local Office of the Department of Child Services provided to a child in foster care or an adoption. Payments are made as long as a child is in foster care or age 22, one (1) year past the age of majority. Records are arranged alphabetically by the county name with foster care and adoption reimbursement maintained together. Disclosure of these records may be subject to IC 4-1-10-1, IC 31-19-19-2, IC 33-33-18-1, 42 USC 671(a)(8), 42 USC 1305 and 1306 and 45 CFR 205.50. Retention based on 42 USC 603 and 42 USC 677(i)(3).</p> <p>NOTE: FOSTER CARE AND ADOPTION REIMBURSEMENT RECORDS IN HARD COPY WERE DISCONTINUED JANUARY 01, 2009. ALL RECORDS CREATED AFTER THAT DATE ARE IN AN ELECTRONIC MEDIUM BACKED UP BY THE INDIANA OFFICE OF TECHNOLOGY NIGHTLY.</p>	TRANSFER paper records to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE electronic records and DESTROY paper records after an additional twenty-two (22) years.

10	2012-01	<p><b>CLOSED PROVIDER FILES - SUBSTANTIATED CHILD PROTECTION SERVICE ASSESSMENT</b></p> <p>Files typically contain similar information to that found in Record Series 2008-34 (CHILD PROTECTION SERVICE ASSESSMENT-SUBSTANTIATED), but document services provided by a non-governmental service provider. If said provider closes or otherwise goes out of business without passing its records and clients directly to another service provider, records are passed to the Department of Children's Services. Disclosure of these records may be subject to IC 31-33-18-1.</p>	TRANSFER to the RECORDS CENTER after closure of service provider and any necessary re-filing and date identification by DCS staff. DESTROY in the RECORDS CENTER twenty-four (24) years after the birth year of the youngest victim child whose case is located in the box, or, if such information is not identifiable, then twenty-four (24) years after the year of service provider's closure.
11	2012-02	<p><b>CLOSED PROVIDER FILES -- STAFF FINGERPRINT AND BACKGROUND CHECKS</b></p> <p>No personal/identifying information about child service recipients is contained in these records, only staff information from non-governmental service providers. Disclosure of these records may be subject to IC 5-14-3-4 (b).</p>	TRANSFER to the RECORDS CENTER after closure of service provider and any necessary re-filing and date identification by DCS staff. DESTROY in the RECORDS CENTER after an additional ten (10) years.
12	2012-12	<p><b>HEARINGS AND APPEALS ADMINISTRATIVE APPEAL RECORDS</b></p> <p>Records of the Hearings and Appeals office only. Files may include: incomplete and complete requests for administrative hearings, motions or other requests, notices regarding specific administrative hearings, orders issued by an Administrative Law Judge, including final decisions and final agency decisions issued by the ultimate agency authority or designee, exhibits offered and/or admitted, Stipulations of Facts offered by the parties in any specific case, audios of telephonic Status Conferences and administrative hearings, room reservation requests, confirmations and emails to and from the DCS Hearings and Appeals staff regarding specific cases, and copies of any information regarding Judicial Review of the agency decision in an administrative appeal. Disclosure of these records may be affected by IC 5-14-3-4, IC 31-19-19, IC 31-33-18-1, IC 31-33-26-9, IC 31-39-1-2 and 470 IAC 1-2-7.</p>	TRANSFER to the RECORDS CENTER two (2) years after the calendar year in which final order is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.
13	90-23	<p><b>CLOSED, DENIED OR REVOKED FOSTER HOME FAMILY HOME FILES</b></p> <p>Central Office and Local Offices maintain separate files and may contain the following information: application for a license, health records, the narrative home study with updates and the license, CPS and criminal history information with appropriate releases, agreement forms, water analysis, and documentation regarding initial licensure, re-licensure, and closure of the home as well as the local Department of Child Services office recommendation to approve the license application. If a license is denied or revoked, the file will contain notices of any action taken, any appeals, a hearing decision and related relevant information. Disclosure of these records may be subject to IC 31-33-18-1.</p>	TRANSFER to the Records Center five (5) years after the license is denied or revoked or home is closed. DESTROY after an additional nineteen (19) years in the RECORDS CENTER.
14	90-24	<p><b>CHILD CARING INSTITUTIONS, PRIVATE SECURE FACILITIES, GROUP HOMES AND CHILD PLACING AGENCIES</b></p> <p>These institutions and agencies licensed by the Department of Child Services have authority to provide out-of-home care for children. Licensed child placing agencies also have authority to supervise foster homes and to place children for adoption. These files may include: applications for a license, State Department of Health and State Fire Marshal reports, licensing inspection reports, and correspondence.</p>	TRANSFER to the RECORDS CENTER five (5) years after the calendar year of license denial/revocation or institution/home closure. DESTROY after an additional nineteen (19) years in the RECORDS CENTER.

15	90-26	<b>REGIONAL SERVICE STRATEGIC PLANS</b> This file contains a copy of the plan for each region. Pursuant to IC 31-26-6, 2008 Indiana General Assembly, the Department of Child Services must approve the plan. The plan is biennial and is an evaluation of local child welfare service needs and a determination of appropriate delivery mechanisms, including a funding allocation among service providers.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles; four (4) years after approval of the plan.
16	90-39	<b>INDIANA SPECIAL NEEDS ADOPTION PROGRAM (SNAP)</b> This program is mandated by IC 31-19-27 and complies with and expands the intent of federal law to encourage adoption. SNAP is a state-funded program of the Department of Child Services. Photographs of special needs children, a narrative and updates pertaining to them are maintained. Disclosure of these records may be subject to IC 31-19-19-4.	TRANSFER all photographs, narratives and updates to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; three (3) years after the child is either adopted or reaches eighteen (18) years of age.
17	2008-34	<b>CHILD PROTECTION SERVICE ASSESSMENT-SUBSTANTIATED</b> Files typically contain assessment reports, State Form Number 114/CW 310, State Form Number 113/CW 311, a referral, contact log notes, correspondence, medical reports, photographs of injuries, recommendations to residential child care facilities and reports from those facilities. Files could contain police or coroner reports, news clippings, audio or video tapes and 30/75 day reports to specified reporters. These records also include documentation of administrative review and/or administrative appeal of the decision to substantiate. Documentation may support the lack of need to take further action. If further action is taken, it may be in the form of a Services Referral Agreement, including a face sheet, a signed Services Referral Agreement and records from service providers. The Services Referral Agreement was discontinued in July of 2007 and no new records will be created. If further action is taken, it may be in the form of an Informal Adjustment or child in needs of services (CHINS) court action. Files may include a preliminary inquiry and other court records as well as records from service providers, signed consents and releases, notifications, records of medical and psychological examinations, safety assessment/plan, risk and strengths/needs assessments, a child history, case plans and case narrative, child and family team meeting notes and medical and educational information. These files may also contain termination of parental rights documentation and/or guardianship documentation. These files do not address assessments that involve any fatality that has been substantiated. Records may be in hard copy form or input electronically into the INDIANA CHILD WELFARE INFORMATION SYSTEM (CWIS) or Management Gateway for Indiana-s Kids (MaGIK). Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27. THIS IS A CRITICAL RECORD,	TRANSFER to the RECORDS CENTER five (5) years after closure of case.  MICROFILM according to 60 IAC 2 after an additional twenty (20) years in the RECORDS CENTER. DESTROY hard copies after verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency.

18	78-916	<p><b>FOREIGN ADOPTION PROGRAM</b></p> <p>These files have records of some Indiana adoptions of foreign children. The records include the same information as an interstate adoption, but also contain medical information and other supporting documentation. Disclosure of these records may be subject to IC 31-19-19-2. THIS IS A CRITICAL RECORD.</p>	<p>For files that contain a finalized adoption decree: MICROFILM according to 60 IAC 2 six (6) months after agency jurisdiction is terminated. DESTROY original documents after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency. DESTROY duplicate roll one hundred (100) years after the date the adoption was finalized.</p> <p>For files that do not contain a finalized adoption decree, DESTROY all records six (6) months after agency jurisdiction is terminated.</p>
19	90-27	<p><b>INSTITUTIONAL CHILD PROTECTION SERVICE FILES - SUBSTANTIATED - LOCAL OFFICE</b></p> <p>Files typically contain investigative reports, a referral log, correspondence, medical reports, recommendations to the residential child care facility and reports from the facility to the local Department of Child Services office concerning action taken on the recommendations. Files could contain police or coroner reports, legal depositions, news clippings, and audio or video tapes. These are arranged in folders and dated by the birth date of the youngest victim child.</p> <p>Substantiated: When facts obtained during the assessment (investigation) provide a preponderance of evidence that is sufficient to lead a reasonable person to believe that child abuse or neglect has occurred and/or when the alleged perpetrator admits of having abused/neglected the alleged child victim. Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27.</p> <p>Substantiated: when facts obtained during the assessment (investigation) provide a preponderance of evidence that is sufficient to lead a reasonable person to believe that child abuse or neglect has occurred and/or when the alleged perpetrator admits to having abused/neglected the alleged child victim.</p> <p>Disclosure of these records may be subject to IC 31-33-18-1, (2004 Edition to 2009 Indiana General Assembly)</p>	<p>MICROFILM according to 60 IAC 2 ten (10) years after closure of case. DESTROY hard copies after verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency.</p>

20	90-28	<p><b>CHILD FATALITY/NEAR FATALITY FILES - SUBSTANTIATED</b></p> <p>These are used for statistical and planning purposes. This record series was created to enable the Department of Child Services to better track the deaths/near deaths of children. These records include law enforcement reports, coroner reports, if applicable; relevant medical records and copies of any media coverage of the death or near death. The file may also contain release of information forms that might be required in order to secure necessary information, correspondence, phone messages or formal assessments reports and conclusions. A substantiated file: When facts obtained during the assessment (investigation) provide a preponderance of evidence that is sufficient to lead a reasonable person to believe that child abuse or neglect has occurred and/or when the alleged perpetrator admits to having abused or neglected the alleged child victim. Pursuant to IC 31-33-26-15(c), the Department of Child Services is required to keep records until 24 years after the date of birth of the child identified as a victim in the assessment. Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27.</p>	<p>MICROFILM according to 60 IAC 2 ten (10) years after closure of case. DESTROY hard copies after verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency.</p>
21	90-31	<p><b>CHILDREN IN NEED OF SERVICES (CHINS) CORRESPONDENCE AND COMPLAINTS</b></p> <p>These files contain information regarding children who have been abused or neglected and have been declared children in need of services (CHINS) by the court. Information could be conveyed by formal written correspondence, e-mail or a phone message. Disclosure of these records may be subject to IC 31-39-1-2 and IC 33-33-18-3. Retention based on IC 31-33-26 and IC 31-33-27.</p>	<p>MICROFILM according to 60 IAC 2 five (5) years after closure of case. DESTROY hard copies after verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency.</p>
22	90-52	<p><b>ADOPTION CASE FILES</b></p> <p>Case files contain records of adoptions of Indiana children, including petitions, CPS and criminal history information, court orders, medical and social history records, a summary to a court, an adoption decree and records pertaining to any form of adoption financial assistance.</p> <p>Disclosure of these records may be subject to IC 31-19-19-2, (2006 Supplement)</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>TRANSFER to the RECORDS CENTER after agency jurisdiction is terminated.</p> <p>MICROFILM according to 60 IAC 2 after an additional twenty (20) years in the RECORDS CENTER. DESTROY hard copies after verification of film for completeness and legibility.</p> <p>TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; TRANSFER duplicate roll to agency.</p>
23	2008-29	<p><b>INTERSTATE COMPACT ON ADOPTION AND MEDICAL ASSISTANCE (ICAMA)</b></p> <p>The Central Eligibility Unit (CEU) in Central Office receives documentation from other states pertaining to continuation of established Medicaid benefits for out-of-state children in adoptive placements who relocate to Indiana and vice versa. CEU then sends a copy of this documentation on to the appropriate local office in Indiana or to the ICAMA administrator in the state to which an Indiana adoptee receiving Medicaid is moving. Disclosure of these records may be subject to IC 31-19-19-4.</p>	<p>DESTROY one (1) year after receipt.</p>

24	2008-37	<b>FINGERPRINTS-FOSTER OR ADOPTIVE HOMES</b> Complete sets of fingerprints are required for all members of a household age 18 and older as well as for any employee or volunteer who will have direct contact on a regular and continuing basis with the foster or adoptive children in the home. This applies to all foster or adoptive homes whether licensed or not. Fingerprinting must be done prior to or within 72 hours of placement of a child in the home. The fingerprints and the results of criminal history and background checks based on the fingerprints are maintained in separate locked file cabinets at the local office and arranged alphabetically by name.	DESTROY when the foster or adoptive home is closed.
25	2008-39	<b>HOME STUDIES (CUSTODY, LICENSING, OR ADOPTION) - INCOMPLETE</b> Files contain only partial information required to complete the home study. If the required material is not submitted within a year from the beginning of the study, the case is considered closed.	DESTROY five (5) years from the date the study was initiated.
26	2012-03	<b>PERFORMANCE AND QUALITY IMPROVEMENT REPORTS</b> Short-term reports and questionnaires whose data is used to create the Performance and Quality Improvement Annual Report (covered under GRPUB-1 on the General Retention Schedule). Files include RPS Survey Results - Quarterly Report, QAR (Quality Assurance Review) Second Party Reviews, QAR Tool/Reviewer Workbook, QAR Interview Questionnaires, QSR (Quality Service Review) Reviewer Workbook, Indiana Child Welfare QSR Profile (Roll-Up Sheet), Indiana Department of Child Services QSR Regional Reports and Indiana Department of Child Services Hotline Report. Records exist largely in electronic format, barring the printed workbook. Disclosure of these records may be affected by IC 31-33-18-1.	DESTROY/DELETE after five (5) years.
27	2012-11	<b>DCS STATEWIDE TOLL FREE CHILD ABUSE HOTLINE CALLS</b> Any telephonic calls on the following line, 1-800-800-5556, are captured and maintained in electronic format only. Disclosure of these records may be affected by IC 31-33-18-5.	DELETE twenty-four (24) years after completion of call.
28	2015-35	<b>COLLABORATIVE CARE CASE FILES</b> These files were not part of an open Substantiated case. May contain assessment reports, 310s, 311s, referrals, voluntary Collaborative Care agreement and documentation of services provided while in stay. Disclosure of these records may be subject to IC 31-33-18-1. Retention based on IC 31-33-26 and IC 31-33-27.	TRANSFER to the RECORDS CENTER one (1) year after closure. Destroy after an additional twenty-three (23) years in the RECORDS CENTER.
29	2015-36	<b>FAMILY EVALUATION FILES</b> These files relate to families and children where there are no allegations of abuse or neglect, but the family may need assistance with services or navigation of service systems. Disclosure of these records may be subject to IC 31-33-18-1.	TRANSFER to the RECORDS CENTER three (3) years after services are discontinued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.



30	78-917	<p><b>INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) CASES</b></p> <p>The files include all required information regarding the child(ren) to be placed and the proposed placement, and documentation approving / disapproving the placement and closing the case. Files for adoptive placements may also include a copy of the final adoption decree. All records after 4/1/2019 will be electronic; no paper file will be created. Disclosure of these records may be subject to IC 31-19-19-2.br</p> <p>[Record Series history note: This series previously belonged to the Family and Social Service Administration and was archival between 1990 and 2008. Previous retention, not applicable to current records: Out-of-State-Adoptions: DESTROY upon consummation. In-state adoptions: MICROFILM according to 60 IAC 2, six (6) months after consummation of adoption. TRANSFER original documents to the Indiana Archives after verification of the microfilm against the original for completeness and legibility. TRANSFER original microfilm to the Indiana Archives. DESTROY original documents and duplicate microfilm 100 years after consummation of the adoption.]</p>	DESTROY/DELETE six (6) months after agency jurisdiction is terminated.
31	90-42	<p><b>ADOPTIVE HOME STUDY CASES - NO ADOPTION - ACTIVE</b></p> <p>These files contain information that was developed during the home study, but an adoption was never legally finalized.</p>	DESTROY three (3) years after the DEPARTMENT OF CHILD SERVICES is notified by the family that the family is no longer interested in adoption.
32	90-44	<p><b>CHILD PLACING AGENCY LISTINGS</b></p> <p>IC 31-19-8-3, 2004 Edition, requires the Department of Child Services to compile a list annually of licensed child placing agencies and local Department of Child Services offices that conduct inspection and supervision required for adoption of a child, pursuant to IC 31-19-8. Sufficient copies of this public record shall be distributed to persons and entities listed, including each local Department of Child Services office and each public library organized under IC 36-12.</p>	DESTROY two (2) years after expiration of the list.
33	90-55	<p><b>HOME STUDIES (CUSTODY, LICENSING, OR ADOPTION)</b></p> <p>These files contain court-ordered studies of the homes of persons who need this service in order to be approved as caregivers to children who are in need of out-of-home care on a temporary or permanent basis. The order may come from jurisdictions outside of the state, in which case the Department of Child Services follows a regular interstate procedure.</p> <p>Disclosure of information regarding specific children may be subject to IC 31-19-19-2, (2006 Supplement)</p>	DESTROY three (3) years after determined inactive.