

Guidelines for Case Record Retention

Use these guidelines at the time a case closes to determine how long to retain the case record. Record the proposed destruction date and accession number on the outside of the case record.

If a case fits multiple categories, retain the record for the longer period.

When files are retrieved from archives, prior to release to the caseworker, use these guidelines and the record retention schedule to verify that the file is not past its destruction date.

Category	Category Description	Retention Period
Adoption Records	OAR 413-010-0000(2) and (22)(a)-(c), (e)-(g)	Permanent. Do not Destroy ³
Adoption Assistance, Guardianship Assistance	Includes OAR 413-010-0000(22)(d), the central office case record	Date Case Closed +25 years ⁴
Home Studies	Homes not selected or used for adoption	5 years after provider case closes if it was a DHS home study or was considered; however, outside studies received by DHS but not considered are destroyed when no longer needed ⁵
Permanency Planning Case Records	Biological (Case 1) and Pre-Adoptive (Case 2)	Date Case Closed +75 years

⁴ Schedule at page 38

⁵ Schedule at pages 12, 38

¹ Schedule at page 13

² Schedule at page 16

³ ORS 109.435

⁴ Schedule at page 38

⁵ Schedule at pages 12, 38

Category	Category Description	Retention Period
Voluntary Custody or Placement	CW provided substitute or foster care on a voluntary basis either through a court order or a voluntary consent agreement with the child's parent(s)	Date Case Closed + 75 years ²
Voluntary Without Custody, no CPS	CW provided services to the family on a voluntary basis for non-protective service reasons (not as a result of a CPS call) without having legal custody of any child [note: use CPS time frames if CPS was called]	Date Case Closed + 4 years ¹
Foster Care Termination Due to Abuse or Neglect	Foster Care was terminated because of abuse or neglect	Date child removed + 50 years ¹
Fatality	A child in this family died as a result of child abuse or neglect	Date Case Closed + 30 years ¹
Founded CPS	The case has one or more "founded" protective service referrals	Date Case Closed + 30 years ¹
Unable to Determine CPS Assessment (include unable to locate)	The case has one or more "unable to determine" protective service referrals	Date of Last Referral (Report Assigned for Investigation) + 30 years ¹
Alternate Response (under Differential Response)	Following a CPS referral	Date of Last Referral (Report Assigned for Investigation) + 7 years
Unfounded CPS	The case had one or more "unfounded" protective service referrals	Date of Last Referral (Report Assigned for Investigation) + 7 years ¹
Closed at Screening	The case was closed at screening	Date of Last Report + 7 years

¹ Schedule at page 13² Schedule at page 16³ ORS 109.435⁴ Schedule at page 38⁵ Schedule at pages 12, 38

Glossary

Term	Meaning
Date of Last Referral	Most recent OR-KIDS Date/Time Decision Made (as to Assign, Close at Screening)
Date Case Closed	<p>OR-KIDS Date/Time Decision Made (as to Assign, Close at Screening)</p> <p>The following case closure reasons do not trigger the closed date being used to determine a destruction date: Administrative Close, Closing Disrupted, Merge, Opened in Error, TPR Merge to CPS Family Case</p> <p>The following case closure reasons trigger the closed date being used to determine a destruction date:</p> <ul style="list-style-type: none"> Adoption Finalization Adoption Services Declined Closed at Screening CPS-Assessment Only CPS-Goals Ensuring Child Safety Achieved CPS-Voluntary Agreement Ended Dismissal of Wardship and DHS Custody FSS-Assessment Only FSS-Assessment Unable to be Completed FSS-Funding No Longer Available FSS-Goals Have Been Achieved FSS-Person No Longer Eligible FSS-Services No Longer Being Requested FSS-Voluntary Agreement Ended Guardianship Assistance Services Final ICPC Supervision Complete Non-DHS Disruption prior to finalization Other Post Adoption Services Final Services transfered to other case(s) Youth Emancipation

If a case previously closed with a retention period assigned, do not use new events to shorten an accurate destruction date already established.

¹ Schedule at page 13

² Schedule at page 16

³ ORS 109.435

⁴ Schedule at page 38

⁵ Schedule at pages 12, 38

If a case closed with a retention period assigned, do not use an event prior to the earlier closure in combination with the closure date after the reopening to determine the retention period.

Examples:

- 1) A record with a CPS unfounded disposition was referred in 2014, followed by a 2015 closure for voluntary services without custody and no CPS. This case should be scheduled for destruction in 2021 (7 years from the referral date for the unfounded disposition, the longer of the two time periods). If a case previously closed with a retention period assigned, do not use new events to shorten an accurate destruction date already established.
- 2) A record with a founded disposition closes in 1987. The case is reopened 2 years later (1989) with another founded disposition. The case closes again in 1991. The case should be scheduled for destruction in 2021 (30 years from the close date for the second founded disposition).
- 3) A record with an unfounded disposition closes with the last referral from 1990. Then 5 years later (1995) the case is reopened with a founded disposition. The case closes again in 2000. The case should be scheduled for destruction in 2030 (30 years from the close date from the founded disposition).
- 4) A record with an unable to determine disposition closes with last referral in 2001. Then in 2002, there is an administrative open and close to pay invoices. The case should remain scheduled for destruction in 2031 (30 years after the date of last referral).
- 5) A record with a founded disposition and child fatality for a case closed in 1980. At that time, the retention period was set at 75 years resulting in a 2055 destruction date. The current retention time is now set at 30 years (it was changed in 2008), which would change the destruction date from 2055 to 2010. Unless this file has a litigation hold, it should be destroyed. It should not be sent to the case worker or other requesting party.
- 6) A case closes with an unable to determine disposition closes with a date of last referral in 2012. In 2015, there is a closure following an unfounded disposition. The destruction date remains 2042. If a case closed with a retention period assigned, do not use an event prior to the earlier closure in combination with the closure date after the reopening to determine the retention period.

¹ Schedule at page 13

² Schedule at page 16

³ ORS 109.435

⁴ Schedule at page 38

⁵ Schedule at pages 12, 38