

# Child Protection Services

Division	Schedule #	Title	Description	Disposition
CPS	3794	Case Records	This series consists of case records related to youth court cases for all eighty-two county offices of the Division of Family and Children's Services, Department of Human Services. Included are agency records and case plans, copies of court orders, originals and copies of medical health examinations, foster care reports and related correspondence. It is cut off at the end of the year.	Hold in the county office the appropriate retention requirement after the case is closed. Agency will obtain a blanket order from the Youth Court Judge. After approval has been received from the Department of Archives and History, medical records and mental health examinations will be removed from the case files with the remaining files being disposed. After disposal, the agency will file a written report of compliance with
CPS	5070	Help Desk Files (MACWIS)	This series includes a document detailing case information that needs to be modified in the Mississippi Automated Child Welfare Information System (MACWIS). Included are log-in files, screen shots which evidence system issues, and other related documentation. Limited information is duplicated electronically.	Hold paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then dispose. Hold electronic files in-house six (6) years, then dispose. Federal certification of MACWIS must be obtained prior to disposal.
CPS	5071	MACWIS Advanced Planning Document Update (APDU) Reports	This series consists of files related to Advanced Planning Document Update Reports (APDU). APDU Reports are reports regarding the Mississippi Automated Child Welfare Information System (MACWIS) database. The reports are submitted to the federal government and indicate if the MACWIS database meets the full State Automated Child Welfare Information System's federal compliance requirements. Included are projected budgets, reports, and organizational charts. Limited information is duplicated electronically.	Hold paper and electronic files in the current files area five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.

## Child Protection Services

CPS	5076	Mississippi Automated Child Welfare Information System (MACWIS) Report	This series consists of MACWIS Reports from social workers regarding child adoptions and children in foster homes. Information in this series is duplicated electronically in MACWIS.	Hold paper and electronic files in the current files area three (3) years; authentically reproduce paper files; transfer paper files to SRC; hold four (4) years; authenticated reproduction must be verified prior to transferring paper files to the SRC; then dispose. Audit must have been released three (3) years prior to disposal.
CPS	5078	Central Registry/Hotline Files	This series consists of files related to information received concerning issues of possible abuse regarding adopted children, foster children, and the elderly. Included are fatality logs, fatality reports, incident review reports, correspondence, and weekly reports. Information from the files, especially related to fatality reports and incident reports, is summarized and posted to the agency's web-site. Limited information is duplicated electronically.	Hold paper and electronic files in the current files area three (3) years, then dispose.
CPS	5083	Complaints	This series consists of complaints regarding the safety and protection of children. Complaints are from the general public and are received by the agency. The information is documented on the complaint form. Limited information is duplicated electronically.	Hold paper and electronic files in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
CPS	5168	MACWIS Coding Documents	This series consists of computer code documentation for the Mississippi Automated Child Welfare Information System (MACWIS). Documentation in this series includes the creation, updates, and fixes to the MACWIS code.	Hold in the current files area one (1) year; transfer to SRC and hold five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.