



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Residential Facilities & Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

TITLE: Activity Participation Records

CUTOFF: End of Calendar Year

DESCRIPTION: Group therapy meeting notes and daily activity participation log sheets for youth in DYS facilities. Records include, but are not limited to: identifying information; medical information; substance abuse information; and record of services provided.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 8573

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Youth Fund Accounts

CUTOFF: End of State Fiscal Year

DESCRIPTION: Information generated by program for use in managing youth's funds while in the program. Records include, but are not limited to: Youth Services Trust Fund and Child Benefits Program records; individual ledgers; and deposit and withdrawal receipts. Records created pursuant to 13 CSR 110 -8.010 and 8.020.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8576

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024