



1 RECORDS RETENTION SCHEDULE : Children and Family Services (CFS)

2 EFFECTIVE DATE: 1/14/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Inst). Refer to the **Countywide Record Retention Schedule** for retention and destruction periods of records commonly found in all departments/entities. Refer to a **department or entity's Record Retention Schedule** for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Human Services / CFS	ADOPTION CASE FILES	Yes		Indefinite	Department Preference (consistent with Court retention); CCR §§89179, 89182
2 Human Services / CFS	CHILD ABUSE OR NEGLECT INVESTIGATION REPORTS - Substantiated	Yes		50 years	Department Preference; PC §§11169(c), 11170(a)(3)
3 Human Services / CFS	CHILD ABUSE OR NEGLECT INVESTIGATION REPORTS - Unfounded or Inconclusive			No Further Report on Suspected Abuser + 10 years	PC §§11169(c), 11170(a)(3)
4 Human Services / CFS	CHILDREN'S ASSESSMENT CENTER CASE FILES	Yes		Minor is 18 years old - Minimum 5 years	Department Preference; For grant auditing requirements; Consistent with Conciliation Counseling Records; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 29 CFR 97.42; GC §26202
5 Human Services / CFS	CHILDREN'S ASSESSMENT CENTER VIDEO RECORDINGS/ TAPES (A whole day is on 1 CD)			20 years	Department Preference (routine video monitoring is required for 1 year); GC§26202.6
6 Human Services / CFS	CFS DATABASE			Indefinite	Data is inter-related; Department Preference; GC §26202 et seq.
7 Human Services / CFS	Case files (which includes but is not limited to emails, documents, recordings and videos related to the case) with inconclusive or unfounded allegations or general neglect substantiated.	Yes		If no dependency matter was filed, records may be destroyed 3 years from the date of last service. If filed in Juvenile Court then records retained until 5 years after jurisdiction is terminated	WIC 826, WIC 10851
8 Human Services / CFS	Case files (which includes but is not limited to emails, documents, recordings and videos related to the case) with Reportable Allegations			If filed in Juvenile Court records destroyed 5 years after jurisdiction terminated unless allegations reported to DOJ/CACI then 50 years	WIC 826, PC §§11169
9 Human Services / CFS	FOSTER CARE HOME INSPECTIONS, LICENSING AND APPROVALS	Yes		Removal of Home from Foster Care System + 5 years	Department preference (no specific retention requirements); GC §26202
10 Human Services / CFS	RELATIVE'S HOME ASSESSMENTS	Yes		Removal of Home from System + 5 years	Department preference (no specific retention requirements); GC §26202
11 Human Services / CFS	Video recordings not related to case records			1 Year	GC §26202.6: Notes: • If video is evidence in a filed claim or pending litigation or case, such recordings should be preserved until the pending litigation is resolved and if related to a case file, the same period for case record files. • Video or audio recordings of meetings that fall under the *Brown Act are to be kept for at least 30 days after the meeting, or until the minutes are approved, whichever comes later. After this, the recordings can be destroyed. *The Brown Act covers meetings of the legislative body of a local agency e.g. the Board of Supervisors.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



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Human Services / CFS	Telephone or radio communications may be destroyed after 100 days			100 days	GC §26202.6: If telephone or radio communication is evidence in a filed claim or pending litigation or case, such recordings should be preserved until the pending litigation is resolved and if related to a case file, it should be preserved for the same period as case record files.

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