

Family Support Services

187	Adoption and Foster Care Placement Files	Includes Interstate Compact on Placement of Children (Adoption & Foster Care), County Adoption Case Files, and related files.	Hold one-hundred twenty-five years (125), then dispose. Paper must be held in a climate-controlled area, and electronic records must be duplicated off-site.
188	Child Support Files	This series includes parent locator case files, administrative files, child support fiscal records, enforcement and attorney's reports, and legal and related files.	Hold five (5) years, then dispose. Fiscal records must have been released three (3) years prior to disposal.
190	Client Lists	This series includes lists of clients, beneficiaries, or others served by programs of the agency. The lists are used internally to evaluate programs and the numbers and programmatic assignments. This may include daily, weekly, monthly, quarterly, and annual lists.	Hold until superseded, then dispose.
191	Client Participation	Includes applications, active, deceased, discharged, eligibility determinations, case mix, buy-in, pre-admission, plan of care, desk review, and related files. These files are for individuals to participate as Medicaid, Human Services, and Rehabilitative Services beneficiaries, clients, and recipients for which the agency may pay another entity for services, treatment, or care received under their program.	Hold three (3) years after case is closed, denied, or individual is deceased, and all state and federal audits have been released three (3) years. Delete and dispose of all paper and electronic records.
192	Cost Reports	Rural Health Clinics, Nursing Home, Home Health Agency, Long-term Care and Federal Qualified Health Clinic Cost Reports, hospital reimbursement non-prospective payment system.	Hold five (5) years after settlement, then dispose.
193	Federal Communications, General	Official communications to include memos, bulletins, correspondence, instructions, policies, and procedures.	Hold until superseded, then dispose.
194	Federal Communications, Inspector General	Sanction Letters	Hold six (6) years after final resolution and release, then dispose.
195	Federal Reports	This includes information and work papers used to compile, complete, and submit reports to the federal government related to agency programs as required.	Hold six (6) years after acceptance, then dispose.
196	Programmatic Audits and Investigations	Audits and financial review by the agency of providers, clients, or programs to ensure compliance with programmatic requirements to include provider, client, and reported abuse.	Hold five (5) years after closure, then dispose.
197	Provider Participation	Application, Provider Enrollment, Certification & Transmittal, Prior Authorizations, Pharmacy, out-of-state pharmacy and providers, provider audits, medical licensure notices, provider inspections, case mix, and related files.	Hold five (5) years after denied or inactive, then dispose.

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198	Programmatic Reports	This series may include weekly, monthly, quarterly, and annual reports on client case work, closures, and other reports to show aggregated or individual clients added or removed, costs per recipient/benefit type from program assistance or benefits.	Hold annually compiled information five (5) years, then dispose.
358	Child Protection Hotline & Complaint Records	Records of information received via the Central Registry/Hotline regarding possible abuse/neglect, including fatality logs, fatality reports, incident review reports, correspondence, weekly summaries, and public complaints documenting child safety/protection concerns. Summarized information (e.g., fatality/incident summaries) may be posted to the agency website. Limited information may be duplicated electronically.	Hold three (3) years then dispose. Records that are subject to audit must have been released three (3) years prior to disposal.
359	Child Welfare System Helpdesk & Code Documentation	Records documenting issues and changes in the Mississippi Automated Child Welfare Information Protection Services (MACWIS), including desk forms/tickets, login logs, screenshots evidencing system issues, and code documentation (creation, updates, fixes). Limited information may be duplicated electronically.	Hold six (6) years, then dispose. Federal certification must have been obtained prior to destruction of helpdesk records, and audit must have been released three (3) years prior to disposal of coding documentation.
360	MACWIS APDU Reports	Files related to Advanced Planning Document Update (APDU) reporting for the Mississippi Automated Child Welfare Information Protection Services (MACWIS), including projected budgets, compliance reports submitted to the federal government, and organizational charts—demonstrating that MACWIS meets federal automation requirements.	Hold five (5) years, then dispose. Audits must have been released three (3) years prior to disposal.
361	MACWIS Operational Reports	Operational reports in the Mississippi Automated Child Welfare Information System (MACWIS) submitted by social workers concerning adoptions and children in foster homes. Information is duplicated in MACWIS.	Hold seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.
362	Youth Court Case Records	Mississippi Department of Child Protection Services county office youth court case records. Includes agency records and case plans, copies of court orders, originals/copies of medical and mental health examinations, foster care reports, and related correspondence.	Retain as directed by CPS policy, then obtain a blanket destruction order from the youth court judge. For records dated prior to 1940, MDAH approval is also required. Remove all medical and mental health records prior to destruction, then dispose of remaining copy of the record. File a written report of compliance with the Youth Court following destruction.