### 1330 Records Retention

LPPH June 2012

Policy

Every electronic and hard copy record created in the course of business must be retained for a specific period of time. The amount of time Licensing records are retained is listed in the [DFPS Records Retention Schedule](http://www.dfps.state.tx.us/application/rmg/default.aspx), which is approved by the Texas State Library and Archives Commission.

No records or documents may be destroyed before the time designated in the retention schedule.

Under certain circumstances, the retention period may be extended, if approved by:

a. a district director (or designee);

b. the director of Child Day Care Licensing (or designee);

c. the director of Residential Child Care Licensing (or designee);

d.   the assistant commissioner of licensing (or designee);

e. a licensing attorney; or

f. the DFPS records management officer.

The extension may be granted for as long as needed. The reason for the extension and the approval must be documented in the operation’s electronic record.

Procedure

Licensing staff follow the:

• retention schedule for Licensing records in the [DFPS Records Retention Schedule](http://www.dfps.state.tx.us/application/rmg/default.aspx); and

• policy and procedures outlined in Operating Policy [OP-4201](http://intranet/CPI/Handbooks_and_Operating_Policies/Operations_Division/OP-4102.asp) Retention and Disposal of DFPS Records.

Extending the Record Retention Period

All records and documents must be kept at least as long as the retention period stated in the schedule. If there is a business need to keep a record longer than the time specified in the retention schedule, Licensing staff must receive approval to extend the retention period of that record from:

a. a district director (or designee);

b. the director of day care licensing (or designee);

c. the director of residential child care licensing (or designee);

d. the assistant commissioner of licensing (or designee);

e. a licensing attorney; or

f. the DFPS records management officer.

After receiving approval to extend the retention schedule, Licensing staff document the following in the operation’s record in *Chronology* field in the CLASS system:

a. The reason for the extension

b. The name of the approver

c. The date of the approval

CCL Closed Record Storage

When hard copy records need to be stored outside of the district or state office, Licensing staff prepare and send records according to the [CCL Closed Records Storage Process](http://intranet/Operations/Management_Support/Records/Preparing_Records/CCL.asp), which is located on the Records Management Group intranet website.