

## Summary of Changes

### ***Social Services Records Retention Schedule v.2.0 (October 2023)***

#### **New Records Series Added**

- One (1) new records series has been added to this records retention schedule:
  1. **Applications for Services (Denied/Withdrawn) (DAN 2023-038) p.4**  
*“3 years after application denied or withdrawn (Non-Archival)”*

#### **Retention Changes**

- None

#### **Other Minor Changes**

- Two (2) records series have changes to their title and/or description:
  1. **Client Case Files (Support Services) (DAN SS50-25-08) p.5**
  2. **Client Case Files (Health Care Screening and Referral) (DAN SS50-25-02) p.6**

#### **Essential Designation Changes**

- One (1) records series is being changed from “Non-Essential” to “Essential (for Disaster Recovery)”:
  1. **Client Case Files (Support Services) (DAN SS50-25-08) p.5**

#### **Archival Designation Changes**

- None

#### **Archival Series Being Revoked**

- None

#### **Non-Archival Series Being Revoked**

- A total of fourteen (14) “Non-Archival” records series are being revoked.
- One (1) “Non-Archival” records series is being revoked as it is covered by another “Non-Archival” records series:
  1. **Client Screening and Referral Files (Completed and Closed) (DAN SS50-25-03)** covered by Client Case Files (Health Care Screening and Referral) (DAN SS50-25-02)

- Thirteen (13) “Non-Archival” records series are being revoked as they are now covered by the *Superior Courts Records Retention Schedule*:
  1. **Custody Investigations (DAN SS50-28-02)**
  2. **Detention Log (DAN SS50-28-04)**
  3. **Detention Roster (DAN SS50-28-05)**
  4. **Facilities Inspections and Certifications (DAN SS50-25-04)**
  5. **Foster Care Files (DAN SS50-28-07)**
  6. **Guardian Ad Litem (GAL) Reports (DAN SS50-28-08)**
  7. **Involuntary Commitment Case Files (Proceedings Completed and Case Closed) (DAN SS50-25-05)**
  8. **Juvenile Records—Destruction Eligibility Notification Received from Juvenile Court (DAN SS2014-017)**
  9. **Juvenile Records—Destruction Ordered by Court (DAN SS2014-018)**
  10. **Juvenile Records—Juvenile Attains Age 23 (DAN SS2014-019)**
  11. **Marriage Waiver (DAN SS50-28-11)**
  12. **Medical History Files (DAN SS50-28-12)**
  13. **Social Files (DAN SS50-28-13)**

***Net Reduction in Records Series: 13 (from 16 series down to 3 series)***