

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 12.5	SUBJECT: Recorded Telephone Call Retention Schedule
OAC: 5101: 2-33-23 OAC: 5101: 2-26-01	EFFECTIVE DATE: 7/1/2014
	REVISION DATE:

PURPOSE: The purpose of this policy is to establish the retention schedule for telephone calls recorded by BCCS containing information alleging known or suspected child abuse, neglect, or dependency.

POLICY:

Butler County Children Services utilizes technology which digitally records all telephone calls made on select extensions assigned to our employees. This policy is based on the Ohio Historical Society State Archives of Ohio Local Government Records Program – Records Retention Schedule (RC-2) & Certificate of Records Disposal (RC-3). In accordance with Schedule ADM.15 & ADM.16 within these documents, electronic audio recordings are assigned a retention period outlined as “until no longer of administrative value.”

BCCS administration has determined that the retention of our actual recordings shall be maintained for a minimum of 4 years from receipt of the call.

PROCEDURE:

No later than the next working date of receipt, the phone call containing information alleging known or suspected child abuse, neglect, or dependency, or indicating a family is in need of services will be entered in the statewide automated child welfare information system (SACWIS) along with the original date and time the information was received and actual date and time of the screening decision.

Calls will be purged from the call recording server through IT department administration after a period of 4 years from the date of the call being received.

Approval Date: _____

Jerome Kearns, JFS Director