

# GROUP HOME RETENTION REQUIREMENTS

R9-3-305.C.1.	Staff Member Files (12 months from termination of employment)	12 months
R9-3-305.C.2.	Non-staff-member resident files	12 months
R9-3-305.C.3.	Enrolled Children's Files (12 months after child is no longer enrolled)	12 months
R9-3-305.C.4.	Attendance Records (enrolled children, & staff)	12 months
R9-3-305.C.5.	Weekly Menus	3 months
R9-3-305.C.6.7.	Log of smoke detector battery test & Fire evacuation drills	12 months
R9-3-305.C.8.	Log of swimming pool water quality tests	12 months
R9-3-305.C.9.	Documentation of each inspection conducted (including checklist, deficiencies, & corrections)	3 years
R9-3-305.C.10.	Documentation of each notification to the Department as required under R9-3-302(C)(20), (22) or (23)	12 months
R9-3-305.C.11.	Documentation of each notification of communicable disease or infestation required under R9-3-311(D).	12 months
R9-3-305.C.12.	Documentation of each report of suspected abuse or neglect of an enrolled child including telephonic or in-person report and written report provided to CPS	12 months
R9-3-305.C.13.	Documentation of Accident, Emergency or Serious Injury Reports	12 months
R9-3-305.C.14.	Documentation of staff's basic water rescue training if swimming is offered	12 months
R9-3-305.C.15.	Service and repair records for each motor vehicle used by staff to transport enrolled children, if applicable	12 months
R9-3-305.C.16.	Field trip permission and attendance records	12 months