BUREAU OF CHILD CARE LICENSING

Child Care Group Home (CCGH)
RETENTION REQUIREMENTS

R9-3-301.A.4.b	**Staff Member Files** **(After date last worked at CCGH)**	**12 months**
R9-3-301.A.4.c	**Resident Files** **(After date last resided at CCGH)**	**12 months**
R9-3-301.A.4.e	**Staff Attendance Records** **(After date on record)**	**12 months**
R9-3-303.D.2	**Enrolled Children's Record Cards** **(After date of disenrollment)**	**12 months**
R9-3-305.A.3	**Children's Attendance Records** **(From date of record)**	**12 months**
R9-3-307.D.2	**Communicable Disease Notice** **(After notice is provided)**	**12 months**
R9-3-308.3	**Documentation of Report of Suspected Abuse/Neglect, including by a Staff Member** **(After the report)**	**12 months**
R9-3-309.B.4.g	**Medication Records** **(After date medication was administered)**	**12 months**
R9-3-309.C	**Written Authorization for Injection** **(After date of last injection)**	**12 months**
R9-3-310.D.3	**Documentation of Accident, injury or Emergency** **(After date of child's disenrollment)**	**12 months**
R9-3-404	**Written Parental Instructions Regarding a Child with Special Needs** **(After child is disenrolled)**	**12 months**
R9-3-408.B.1	**Written Permission for Trip to Transport to School, Bus Stop or Other Location** **(Date of last trip)**	**12 months**
R9-3-408.B.2	**Written Permission for Field Trip** **(Last date for which permission was given)**	**12 months**
R9-3-504.B.4	**Smoke Detector Battery Test Record** **(After date of test)**	**12 months**
R9-3-504.F.5	**Fire & Emergency Drill Record** **(After date of drill)**	**12 months**
R9-3-507.B.2	**Diaper Changing Log** **(Date of last diaper changing record)**	**12 months**