

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 12.2	SUBJECT: <b>CLOSED FILES REQUEST</b>
OAC:	EFFECTIVE DATE: 2/10/03
PCSAO:	REVISION DATE:
	REVIEW DATE: 9/28/04, 11/14/05, 1/23/07

**PURPOSE:** Currently closed case files are being indexed in the CSB Index Program. This is a tracking device to help locate files. Once a shelf of files is indexed, a note that says **INVENTORIED** is attached to the shelf. To ensure that files are not missed, the following procedure must be followed.

- 12.2.1 To check out a file, all staff must request the file be retrieved by one the records management staff. The facsis ID number will be required at the time of the request. At the time of the request and if possible, the record will be scanned for the worker to access.
- 12.2.2 If the record is not scanned, the records management staff will require the staff member requesting the file to complete an outguide prior to receiving the file.
- 12.2.3 The staff member requesting the file will be required to sign the log book located on the desk in the records room.
- 12.2.4 When the staff member is finished with the file, the file should be returned to the records center staff to be re-filed.
- 12.2.5 After hours staff will retrieve the closed files, complete the outguide and sign the log book themselves. Records management staff will check in the a.m. to determine what cases have been removed.