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Governor Tony Evers  
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Division of Safety and Permanence

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Child Welfare Licensing Series Memo 2019-17-lic

To: Private Child Placing Agencies

From: John Elliott   
Acting Bureau Director

RE: **Record Storage**

This memo is to provide information to private child placing agencies of the requirement for storage of files. DCF 54.06(1) requires all child placing agencies to maintain records listed in DCF 54.06(2)(a)-(c). DCF 54.06(2)(b) requires all child placing agencies to maintain their records in a safe place protected from fire damage, theft and unauthorized scrutiny.

The Department interprets this rule to mean that the records must be in fireproof cabinets or containers. The fireproof cabinets must be locked and not accessible to unauthorized personnel. This is not a new requirement for child placing agencies.

If your agency does not have fireproof cabinets for your records, your agency must comply within 30 days of this memo.

If you have any questions, please contact your Licensing Representative.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist  
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MEMO WEBSITE: <https://dcf.wisconsin.gov/cwportal/policy>