

## Child Care Center and Group Child Care Home Records

Child care Licensing staff are often asked to clarify how long records must be kept. Other than those records that must be maintained at all times, there are several requirements specifying length of time to be kept on file:

Section	Record	Retention requirements
19a-79-3a(d)(1)	<b><u>Daily attendance records</u></b> for both children and program staff, showing arrival and departure times	Kept on file 1 year
19a-79-4a(g)	Written verification or certification of <b><u>First Aid and/or CPR training</u></b> for each staff designated to meet the requirements	Kept on file for 3 years after the date the training was completed
19a-79-4a(i)(2)(F)	<b><u>Consultation logs</u></b> , documenting the activities and observations required of consultants	Kept on file at the facility for 2 years
19a-79-5a(a)(3)(A)	<b><u>Written report of any injuries or accidents</u></b> that result in an injury to a child <b><u>or illness</u></b> of a child enrolled at the facility that occur on or off site as part of the childcare program	Maintained on licensed premises for a period of not less than 2 years
19a-79-5a(a)(4)	<b><u>Video recordings</u></b> created at such childcare center or group childcare home	Kept on file for a period of not less than 30 days
19a-79-5a(a)	<b><u>Child records</u></b> including, but not limited to: Enrollment information, Emergency Medical Permission, Authorized release, Field trip permission, Transportation permission, Child Health Record, and Individual Plan of Care	Available for at least 30 days after the child's last day of enrollment
19a-79-6a(a)(4)	<b><u>Meals, Snack Menus; and changes to menus</u></b> documented by end of program day	Kept on file for 3 months.
19a-79-9a(b)(2)(a)	<b><u>Medication Approval Documents and Medication Training outline</u></b>	Kept on file for a period of 3 years

<b>19a-79-9a(b)(4)(A)</b>	<p><b><u>The written order of an authorized prescriber and the written permission of the child's parent(s) for the administration of medication</u></b></p> <p>(Any medication administration record shall become part of a child's health record when the course of medication has ended.)</p>	<p><b>Kept on file at the facility for at least 2 years after the child is no longer attending the program.</b></p>
<b>19a-79-9a(b)(5)(D)</b>	<p><b><u>Written record of Medication destroyed</u></b> at the program</p>	<p><b>Kept on site for 3 years</b></p>
<b>19a-79-9a(b)(7)(C )</b>	<p><b><u>Petition for Special Medication documentation</u></b></p>	<p><b>Maintained at the facility for a period of 2 years</b></p>

Programs may want to consult legal counsel and/or their insurance carriers. Many programs retain records longer than the amount of time required by Regulation and programs should use their own judgment when deciding how long to retain records beyond the minimum requirements.

If you have questions about any of the Regulations, please call the **Help Desk at 1-800-282-6063 or 860-500-4450.**

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