 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		57
Chapter:	Intake and Investigation	
Subject:	Central Registry Records	Page 1 of 2
Approved:	James Morse, Commissioner	Effective: 7/10/00 FINAL
Supersedes:	Interim Policy 57	Dated: 10/1/97

Purpose

To outline statutory requirements regarding use of information from the central registry.

Definition

The computerized Central Registry maintained by the Division of Planning and Evaluation under the direction of the commissioner.

Policy


One year from the date of a case determination of unsubstantiation, the name of the alleged perpetrator will be expunged from the central registry unless that person requests that the registry record be retained permanently.

Information from the computerized Central Registry may be disclosed only to:

- persons designated by the commissioner to receive registry information;
- persons assigned to investigate reports of child abuse or neglect;
- the perpetrator or alleged perpetrator (unsubstantiated);
- the state's attorney.

The fact of a substantiated report may be disclosed to:

- the person responsible for supervising the staff in the child's residential, educational or child care setting;
- the mandated reporter who made the report, upon his or her request;
- a probate judge, upon the division's receipt of a copy of a petition to adopt;
- inform the owner or operator of a facility regulated by the department that employment of a specific individual may result in loss of license or registration.
- the commissioner of Aging and Disabilities to inform the owner or operator of a facility that employment of a specific individual may result in loss of license or certification.

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The responsible DCF manager shall check the central registry to determine if children for whom the department is responsible may be placed at risk by direct contact with persons working under the direction of the department as a:

- contractor;
- volunteer, or
- student intern.

Otherwise, the central registry record will not be made available for employment purposes, for credit purposes, or to a law enforcement agency other than the state's attorney. Information about the child victim is expunged from the registry record when the child reaches the age of majority or when the youngest sibling of the child reaches the age of majority. The name of perpetrator and the type of abuse substantiated are retained.

District records of child abuse investigations will be retained pursuant to policy on retention of records.