

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
Chapter 2: Administration of Child Welfare Section 13: Record Retention and Expungement		
	Effective Date: January 1, 2026	Version: 11

POLICY OVERVIEW

The Indiana Department of Child Services (DCS) follows Indiana state law and its own rules to manage records. This includes rules for expunging (removing) records and how long to keep them.

POLICY STATEMENT

Anyone listed as a perpetrator of Child Abuse and/or Neglect (CA/N) can ask the court to remove (expunge) related records. The petition must be filed with the **juvenile court** in the county where the person lives. The steps for filing are explained in **IC 31-33-27**.

Court or Administrative Hearing Officer Ordered Expungement

DCS will expunge (remove) a substantiated report in the Child Protection Index (CPI). DCS will do this within 10 business days after one of these happens:

1. A Child in Need of Services (CHINS) court finds that Child Abuse and/or Neglect (CA/N) did not occur;
2. An administrative hearing officer recommends that the CA/N report is unsubstantiated and the final agency authority (FAA) issues a written final agency action saying the report is unsubstantiated;
3. A juvenile court orders expungement under IC 31-33-27-5.

Amendment of Perpetrator

DCS will change a substantiated report in the CPI by removing the name of an alleged perpetrator if:

1. A court with jurisdiction over a CHINS case decides the person was not a perpetrator of the CA/N that occurred; or
2. The FAA, after getting a recommendation from an administrative hearing officer, finds the person was not a perpetrator of the CA/N that occurred.

Amendment of Classification

DCS will change a substantiated report contained in the CPI by reclassifying it as unsubstantiated if:

1. A court with jurisdiction over a CHINS case finds that the CA/N did not happen; or
2. The FAA, after getting a recommendation from an administrative hearing officer, finds that the CA/N did not happen.

Hotline Retention

Audio recordings of CA/N calls to the DCS Child Abuse Hotline (Hotline) will be retained for 24 years from the date of the call.

LEGAL REFERENCES

- [IC 31-33-27: Chapter 27. Expungement of Child Abuse or Neglect Reports](#)
- [IC 31-33-26-15: Expungement and amendment of record procedures](#)
- [IC 31-39-8: Chapter 8. Expungement of Records Concerning Delinquent Child or Child in Need of Services](#)
- [470 IAC 1-4-1: Administrative Appeals](#)