



# Records Authority Schedule

RECEIVED

Dec 6/99  
GOVERNMENT  
RECORDS

SEND TO: Secretary, Provincial Documents Committee  
Government Records, Provincial Archives  
3 - 290 Vaughan Street, Winnipeg, R3C 1T5

CODE	NUMBER
FS	0361

2. DEPARTMENT/CORPORATION/AGENCY Family Services & Housing		BRANCH/SECTION Child & Family Services Agencies		11. EXISTING AUTHORITY (IF ANY) FS/CSC 0009; 0011; 0015; 0139; 0233; H 0174	
3. SERIES TITLE Family Files				12. STATUTORY/REGUL. REFERENCES <i>The Child and Family Services Act</i> S.M. 1985-86, c.80	
4. SERIES MEDIUM Textual, Video, Photographic		5. DATES Began: 1899    Ended: Continuing <input checked="" type="checkbox"/>		13. RECORDS CENTRE RETRIEVAL LIMITED TO DESIGNATED POSITION Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>	
6. SERIES FUNCTION To record the provision of family services to individuals and families by agencies mandated under <i>The Child and Family Services Act</i> .				14. RECORDS CENTRE USE Estimated annual retrievals *Number to be determined Number: * <input type="text"/> Not Applicable <input type="checkbox"/>	
7. SERIES FILING SYSTEM Numeric/Alphabetical		RETAINED BY: Fiscal Year <input type="checkbox"/> Calendar Year <input checked="" type="checkbox"/> Other: <input type="text"/>			
8. INFORMATION PUBLISHED Various statistical reports: - Family Services Annual Report - Mandated agencies Annual Reports		9. LOCATIONS OF COPIES/ORIGINALS Selected distribution: - Child & Family Services Director's Files (FS/CSC 0137) - Children's Advocate - Other child and family services agencies - Court of Queen's Bench - Provincial Court - Vital Statistics - Chief Medical Examiner's Office - Manitoba Ombudsman - Child in Care Files (FS 0362) - Agency Adoption Records (FS 0363) - Child & Family Services Information System		15. ANNUAL ACCUMULATION RATE <i>To be determined cu. ft.</i>	
				16. SPACE RELEASABLE: IN TRANSFER 1999 year <i>To be determined cu. ft.</i>	
				17. STORAGE LOCATIONS: Loc. No.    Street Address See Attachment C.	
10. SERIES CONSISTS OF: See Attachment A.					
18. DEPUTY MINISTER, CEO (or designate): <i>[Signature]</i>				DATE: <i>Dec 6/99</i>	
19. RECORDS OFFICER: <i>[Signature]</i>				DATE: <i>Dec 6/99</i>	
20. RETENTION PERIOD DEPARTMENT    Current Year + * RECORDS CENTRE    *		21. DISPOSAL ACTION Total Box 20 DESTROY    after * years OR TRANSFER TO ARCHIVES    after * years		22. ARCHIVES ACCESS Access permitted under Section 3 (a), Freedom of Information and Protection of Privacy Act Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable ** ** Governed by <i>The Child and Family Services Act</i>	
23. QUALIFICATIONS * See Attachment B ** Access governed by <i>The Child and Family Services Act</i>		24. PROVINCIAL DOCUMENTS COMMITTEE This Records Authority Schedule is an accurate statement of retention and disposal recommendations made by the Provincial Documents Committee at its meeting on: <i>December 14, 1999</i> <i>[Signature]</i> <i>[Signature]</i> Secretary    Date <i>Jan. 24, 2000</i>			
25. BY ORDER OF MINISTER (or designate): <i>[Signature]</i>				DATE: <i>24 Jan 2000</i>	

## SERIES DESCRIPTION

The Director of Child and Family Services has overall responsibility for administering *The Child and Family Services Act* and ensuring that services are provided according to the Act and established standards. The director is also the executive director of Child, Family, and Community Development, a branch of the Child and Family Services division of the Department of Family Services and Housing. Responsibilities of the branch include providing direction and support to agencies and facilities, administration of funds, and operation of central services and registries including the child abuse registry.

Under the Act, services to families are provided by mandated child and family services agencies throughout the province. There are three categories of agencies:

- Incorporated agencies governed by non-profit boards;
- First Nations agencies governed individually or collectively by First Nations according to tripartite agreements with Canada and Manitoba that are mandated to provide services to persons residing on reserves;
- Regional offices of the Department of Family Services that are mandated to provide services in areas not covered by external agencies.

Family files record both voluntary services provided at the request of individuals and families and child protection interventions in cases where children are or might be in need of protection as they have been carried out by a child and family services agency including services provided by incorporated non-profit agencies, First Nations agencies, and regional offices of the department that are mandated to serve areas where there are no other agencies in operation. Series consist of two components:

### 1. Incidental Service Files

These files record instances of single or brief contact or where the delivery of service by an agency did not result in the opening of a family case file. The files include records of client contacts, inquiries, requests for service, including originals and copies of correspondence and other documents that pertain to incidental and other non-case related services that have been provided to clients by mandated agencies. Filed by agency and office location.

### 2. Family Case Files

Case files record the opening of cases at intake and all related case management activities including intake, assessment, planning, service provision, review, transfer, and closure of cases by mandated agencies under the Act. Case files include originals and copies of correspondence with clients and social service organizations concerning client contacts, requests for service, legal matters, family history and other client information. Includes originals and copies of legal documents, such as birth certificates, affidavits, applications and orders of guardianship and other court documents, voluntary placement agreements and contracts related to child support, admission of children into care or provision of in-home family support services. Files also contain caseworkers' notes, case reviews, summaries, and various reports that pertain to the review and assessment of an individual case as well as other documents related to the disposition of a family case by a mandated agency. Reports may include psychiatric,

psychological, and social assessments, income statements, reports from schools, police, and other community agencies, and related photographs. May also include copies of related reports from the Child and Family Services Information System (CFSIS) that are generated by an agency.

Some family case files may also include sub-files that pertain to case management activities directed towards children who have been taken into agency care. Filed by agency and office location, then by case number and/or family name.

**Files of former incorporated agencies.**

Case files pertaining to family and individuals who received services through the Children's Aid Society of Dauphin that were closed prior to the agency's dissolution in 1945 are incorporated into this series with the case files of the Dauphin regional office of Family Services.

Case files pertaining to families and individuals that received mandated family services from the Children's Aid Society of Winnipeg or the Children's Aid Society of Eastern Manitoba prior to 1985 that are not included under this schedule:

- Children's Aid Society of Winnipeg: Family files closed prior to the incorporation of Winnipeg Child and Family Services are scheduled under *FS/CSC 0233 (Children's Aid Society of Winnipeg Family Files and Temporary Ward Files.)*
- Children's Aid Society of Eastern Manitoba (Children's Aid Society of St. Adelard prior to 1943): Family files closed prior to April 1, 1985, are scheduled under *FS 0364 (Children's Aid Society of Eastern Manitoba Case Files.)*

**ATTACHMENT: B**  
**SCHEDULE: FS 0361**

**SERIES COMPONENTS - RETENTION AND DISPOSITION**

NO.	SERIES COMPONENTS	RETENTION		DISPOSITION	
		Dept.	Rec. Ctr.	Destroy	Archives
1.	Incidental Service Files	C+2*	5	7	
2.	Family Case Files	C+2*	28		30

\* After file closure



## Memorandum

DATE: December 6, 1999

LOG NUMBER:

TO: Secretary, Provincial Documents  
Committee  
Government Records  
Provincial Archives  
3 - 200 Vaughan Street  
Winnipeg, MB

FROM: Phil Goodman  
Executive Director  
Child, Family and Community  
Development  
200 - 114 Garry Street  
Winnipeg, MB

PHONE: 945-6948

FAX: 945-6717

**SUBJECT: RECORDS CENTRE RETRIEVAL**


I am writing this memo as the Director of Child, Family and Community Development.

This is to advise that retrieval of records is limited to:

- Director of Child, Family and Community Development; and
- Family Services & Housing Records Officer,

for the following Records Authority Schedules (as indicated in schedule box 13):

- |                 |  |
|-----------------|--|
| ✓ - FS 0361     | Family Files   |
| ✓ - FS 0362     | Child in Care Files  |
| ✓ - FS/CSC 013A | Foster Home Files  |
| - FS 0364       | Children's Aid Society of Eastern Manitoba Case Files <i>NOT IN MIRA</i> |
| ✓ - FS 0366     | Agency Client Registries   |
| ✓ - FS/CSC 07A  | Absolute Adoption Records  |
| ✓ - FS 0366     | Post-Adoption Registry Files   |
| ✓ - FS 0363     | Agency Adoption Records  |

  
Phil Goodman

KC/ln  
WPC/KC/RECORDS CENTRE

COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
988	Anishinaabe Child and Family Services - West Fairford First Nation Fairford, MB	1986	<i>*To be determined</i>	*	*
989	Awasis Agency of Northern Manitoba 100 - 701 Thompson Drive Thompson, MB	1987	<i>*To be determined</i>	*	*
989	Child & Family Services of Western Manitoba 800 McTavish Ave. Brandon, MB	1899	10	1999	98
990	Child & Family Services of Central Manitoba 25-3 <sup>rd</sup> Street S.E. Portage la Prairie, MB	1934	3	1999	20
991	Churchill Child and Family Services 162 Laverendrye Ave. Churchill, MB	1976	<i>*To be determined</i>	*	*
886	Cree Nation Child and Family Caring Agency 2 <sup>nd</sup> floor, Otineka Mall The Pas, MB	1993	<i>*To be determined</i>	*	*
992	Dakota Ojibway Child and Family Services 702 Douglas St. Brandon, MB	1981	<i>*To be determined</i>	*	*
993	Intertribal Child and Family Services (Anishinaabe Child and Family Services - East) Fisher River, MB	1986	<i>*To be determined</i>	*	*
994	Island Lake First Nations Family Services Garden Hill, MB	1997	<i>*To be determined</i>	*	*
95	Jewish Child and Family Services Suite C200-123 Doncaster St Winnipeg, MB	1952	<i>*Microfiche</i>	*	*

## SCHEDULE: FS 0361

## COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
996	KinosaoSipi Minisowin Agency Norway House, MB	1999	<i>*To be determined</i>	*	*
997	Peguis Child and Family Services Peguis, MB	1999	<i>*To be determined</i>	*	*
998	Southeast Child and Family Services 4 <sup>th</sup> floor - 360 Broadway Ave. Winnipeg, MB	1983	<i>*To be determined</i>	*	*
061	West Region Child and Family Services 38-1 <sup>st</sup> Ave. North West Dauphin, MB	1985	<i>*To be determined</i>	*	*
999	Winnipeg Child and Family Services 2 <sup>nd</sup> floor - 831 Portage Ave. Winnipeg, MB	April 1, 1985	60		
1000	Winnipeg Child and Family Services 222 Provencher Boulevard Winnipeg, MB	April 1, 1985	<i>Foster home files</i>		
1001	Winnipeg Child and Family Services 2393 Ness Avenue Winnipeg, MB	April 1, 1985	<i>Adoption files and child in care (age of majority) files</i>		
011	Family Services - Eastman Region Regional Operations Office 20 - 1 <sup>st</sup> Street South Beausejour, MB	c.1920	2		

**SCHEDULE: FS 0361****COMMON RECORDS SERIES - BY LOCATION**

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
597	Family Services - Interlake Region Regional Operations Office Selkirk Mental Health Centre 3 <sup>rd</sup> Floor, Administration Bldg Selkirk, MB	c.1960	6		
208	Family Services - Norman Region Regional Operations Office Provincial Building 3 <sup>rd</sup> & Ross Avenue Box 2550 The Pas, MB	c.1960	3		
581	Family Services - Parkland Region Regional Operations Office 309-27 - 2 <sup>nd</sup> Ave S.W. Dauphin, MB	c.1920	8		
1004	Family Services - Thompson Region Regional Operations Office 867 Thompson Drive South Thompson, MB	c.1960	8		





# Records Schedule AMENDMENT

Government Records Office  
Archives of Manitoba  
3 - 200 Vaughan Street, Winnipeg MB R3C 1T5

THIS AMENDMENT IS FOR  
SCHEDULE NO.:

1. CODE FS	NUMBER *
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COMPLETE ONLY THOSE FIELDS WHICH REQUIRE AMENDMENT		
		SCHEDULE CODE (field 1)
DEPARTMENT/CORPORATION/AGENCY (field 2)		DIVISION/BRANCH (field 2) AMENDMENTS FOR SCHEDULES FOR METIS CHILD AND FAMILY SERVICES AGENCIES
SERIES TITLE (field 3)		
SERIES FILING SYSTEM (field 7)		RETAINED BY (field 7) Fiscal Year _____ Calendar Year _____ Other _____
DATES (field 5) Began _____ Ended _____ Continuing _____	RETENTION PERIOD (field 20) Note: Total number of months or years must not differ from figure in field 21 of existing Records Schedule. Office C+ _____ Records Centre _____	ARCHIVES ACCESS (field 22) Access permitted under s.3(a) Freedom of Information & Protection of Privacy Act Yes _____ No _____
NOTES: * AMENDMENTS TO SCHEDULES FOR METIS CHILD AND FAMILY SERVICES AGENCIES. : (ADDING NEW ATTACHMENTS [D'] LISTING LOCATIONS OF METIS AGENCIES)		
FS/CSC 0013A FS 0361 FS 0362 FS 0363A FS 0366		
SIGNATURE:		
<i>B.W. Emery</i> _____ Records Officer		_____ Date <i>Sept 2/05</i>

(rev. 01.2003)

*Please Initial & return a copy. JPN*

# Records Authority Schedule- "Amendment"

ATTACHMENT: D  
SCHEDULE: FS0361

## COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
	Métis Child & Family Services Authority 127-150 Henry Street Winnipeg, Manitoba R3B OJ7	2005	*To be Determined	*	*
	Métis Child, Family & Community Services 1261 Main Street Winnipeg, Manitoba R2W5G9	2005	* To be Determined	*	*
	Sub-Offices:				
	Brandon Office 101-339 Princess Ave Brandon, Manitoba R7A ON7	2005	*To be Determined	*	*
	Dauphin Office 39-27 2 <sup>nd</sup> Ave S.W. Dauphin, Manitoba R7N 3E5	2005	*To be Determined	*	*
	Portage la Prairie Office 25-3 <sup>rd</sup> Street S.E Portage la Prairie, Man R1N1N1	2005	*To be Determined	*	*

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# Records Authority Schedule-"Amendment"

ATTACHMENT: D  
SCHEDULE:FS 0361

## COMMON RECORDS SERIES - BY LOCATION

NO.	OFFICE LOCATION (Box 17)	BEGINNING DATE (Box 5)	ANNUAL ACCUMULATION (Box 15)	FIRST TRANSFER (Box 16)	
				Year	cu. Ft.
	St. Laurent Office	2005	*To be Determined	*	*
	One Parish Lane				
	St. Laurent, Manitoba ROC 2S0				
	Swan River Office	2005	*To be Determined	*	*
	605 Main St., P.O. Box 605				
	Swan River, Manitoba ROL 1zo				
	The Pas Office	2005	*To be Determined	*	*
	79-3 <sup>rd</sup> Street E. P.O. Box 2550				
	The Pas, Manitoba R9A 1M4				
	Thompson Office	2005	*To be Determined	*	*
	29 Elizabeth Dr.				
	Thompson, Manitoba R8N 1X4				
	Winnipeg Office (Broadway Location)	2005	*To be Determined	*	*
	720 Broadway				
	Winnipeg, Manitoba R3G OX1 and				
	Winnipeg Office (Main St. location)	2005	*To be Determined	*	*
	1386 Main St				
	Winnipeg, Manitoba R2W 3V1				