

ARCHIVING YOUTH RECORDS/FILES

All files must have the **type of file**, i.e. secure, medical, education, regional office youth record, and the **destruction date** written on the outside of the folder. The type of file and destruction date must be **written neatly in permanent marker**.

Except for the records of sex offenders required to register, the secure master record, medical and regional office youth records must be retained for **six (6) fiscal years** beyond the end of the fiscal year the youth leaves OJJ custody or supervision in accordance with OJJ retention schedules. The retention schedules are attached to this policy. See the examples below:

Secure Master Records and Medical Records - These records are retained until the end of the fiscal year the youth left the custody of OJJ plus 6 fiscal years.

Example:

Youth leaves OJJ custody on 12/01/2014. The fiscal year ends 6/30/2015; add 6 fiscal years, which is 6/30/2021. The outside of the record would show: Destruction Date 6/30/2021.

Secure Master and Regional Office Records of a sex offender required to register – These records are retained until the end of the fiscal year of the youth’s date of death plus 6 fiscal years.

Examples:

Sex offender dies on 12/01/2014. The fiscal year ends on 6/30/2015; add 6 fiscal years and the destruction date written on the outside of the folder is 6/30/2021; **OR**

If at the time of archiving the youth’s file OJJ staff has no information that the youth has died, the record is permanently retained and **Keep Permanently** should be marked on the outside of the record.

Education Records – Grades and certifications earned must be kept permanently. The remainder of the education file must be retained for one fiscal year after the end of the fiscal year in which the documents are created or received.

Examples:

Youth leaves OJJ custody on 12/01/14, his file consists of grades and certifications and classroom work. The grades and certifications can be taken out and placed in a separate file. It must be marked: **Keep Permanently**. The other documents in the file such as classroom work are retained until the end of the fiscal year created 6/30/2015 plus one additional fiscal year. 6/30/2016 should be marked as the destruction date for all documents other than grades and certifications.

Regional Office Youth Records – These records are retained at the Regional Offices for three fiscal years after the end of the fiscal year of the youth’s supervision or custody. At the expiration of the three year period the files will be sent to the archive facility where they will be retained for three additional fiscal years.

Example:

Youth completes his period of probation, satisfies the terms or his custody disposition or is modified and the case closes on 12/01/2014. The end of the fiscal year is 6/30/2015; add six fiscal years. The destruction date written on the outside of the record would 6/30/2021.

Once records are ready to be sent to the archive facility, contact AFS to arrange a time to bring the records to their location. Let them know approximately how many files will be delivered to them.

Automated Filing System (AFS)

(225) 923-2395

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Contact Person: Bryan

or leave a message with receptionist

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