



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 63603

Agency ID #: 180

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DEC 04 2006

DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF JUVENILE JUSTICE

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are confidential per AS 40.25.120, 47.12.310, AS 39.05.080 or 7 AAC 54.020. This is a consolidated records schedule for the entire Division and supercedes #63602.

The mission of the Division of Juvenile Justice is to hold juvenile offenders accountable for their behavior, promote the safety and restoration of victims and communities, and assist offenders and their families in developing skills to prevent crime. Youth Facilities ensures that accused youth offenders remain in secure custody pending a court hearing, are safely escorted to court, and are safe and secure in their environment; protect the community while providing committed youth offenders with appropriate rehabilitation opportunities; and, preserve/ strengthen families through the least intrusive but effective intervention possible.

Certain data referenced on this schedule is input into the Juvenile Offender Management Information System (JOMIS). JOMIS is the primary operational database for DJJ and captures information pertaining to youth that have been referred to the Division for committing a delinquent act; and, is used in the day to day functioning of all facility staff and probation staff. Further, it serves as a MIS for research and statistical analysis. NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director	State Archivist	Date	Attorney General	Date
Steve McComb	<i>Ken Taylor</i>	12-6-06	<i>Craig J. Kelley</i>	11/27/06
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>Steve McComb</i>	<i>D. Dawson</i>	10/23/06	<i>Ken J. Lewis</i>	12/14/06

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p><b>REGIONAL &amp; DISTRICT OFFICES Juvenile Probation Case Files (Originals):</b></p> <p>(Electronic Data in JOMIS): Juvenile offender case record containing: original and copied documents of police investigation reports; offender, family, victim and other personal demographic information; intake determination documentation; court petitions and court orders; case history chronological log notes; evaluation and assessment reports; copies of a variety of applications for services; financial information related to Medicaid, child support, etc; school records and progress reports; and other documentation related to the management and documentation of agency and client activity.</p>	C+4	6	-	C+10	X	<p>C=Until case is closed and client is at least 19 years old. Retain closed files for four years in the office, then transfer to the records center for 6 years.</p> <p>Electronic Data in JOMIS is retained in the regular search until the client's 25th birthday, at which time it is archived for permanent retention.</p> <p>Original files are arranged alphabetically by client number.</p>
		P	-	-	P		
2	<p><b>REGIONAL &amp; DISTRICT OFFICES --- Juvenile Intake &amp; Informal Supervision Case Files (Originals):</b></p> <p>(Electronic Data in JOMIS):</p> <p>Series consists of photo, name, social security number, other personal identification information, police report, any know past history, predisposition investigation notes and recommendations, assessments, and community diversion plan/informal agreements.</p> <p>Arranged by client number.</p>	C	-	-	C		<p>C=Until case is closed and client is at least 19 years old.</p> <p>Electronic Data in JOMIS is retained in the regular search until the client's 25th birthday, at which time it is archived for permanent retention.</p>
		P	-	-	P		
3	<p><b>REGIONAL &amp; DISTRICT OFFICES Foster Care Case Files (Originals):</b></p> <p>(Electronic Data in JOMIS):</p> <p>This records series documents recruitment for foster parents for juvenile offenders and includes: applications of interest from parents, home visitation records, fingerprints, and background checks.</p> <p>Arranged alphabetically by name.</p>	C+4	6	-	C+10	X	<p>C=Until case is closed and client is at least 19 years old. Currently there are approximately 25 open files.</p> <p>Electronic Data in JOMIS is retained in the regular search until the client's 25th birthday, at which time it is archived for permanent retention.</p>
		P	-	-	P		

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>REGIONAL &amp; DISTRICT OFFICES--District &amp; Regional Supervisors' Intake &amp; Supervision Case Audit Files</b></p> <p>This records series documents quarterly case audits conducted by probation supervisors to ensure that staff have done complete, thorough and accurate work on juvenile cases.</p> <p>Arranged alphabetically by staff name.</p>	C+4	-	-	C+4		C=Until the end of the quarter for which the audits were completed.
5	<p><b>REGIONAL &amp; DISTRICT OFFICES ICJ Case Files (Originals):</b></p> <p>(Electronic Data in JOMIS):</p> <p>May include the following forms: Voluntary Return Procedure; Return for Escapee or Absconder; Supervision, including Home Evaluation Reports; Return of Escapees and Absconders; and, Return of Runaways, including Petition for Requisition to Return a Runaway Juvenile, etc.</p> <p>Arranged alphabetically.</p>	C+4 P	6 -	- -	C+10 P		<p>C=Until case is closed and client is at least 19 years old. Retain closed files for four years in the office, then transfer to the records center for 6 years.</p> <p>Electronic Data in JOMIS is retained in the regular search until the client's 25th birthday, at which time it is archived for permanent retention.</p> <p>ICJ: Interstate Compact on Juveniles</p>
6	<p><b>REGIONAL &amp; DISTRICT OFFICES Deceased Client Case Files:</b></p> <p>(Electronic Data in JOMIS):</p> <p>Files are retained for juveniles that die while in the custody of Division (refer to Item 6 for complete description).</p> <p>Aranged by client number.</p>	C+4 P	6 -	- -	C+10 P		<p>C=At death of client. Retain deceased client files for four years in the office, then transfer to the records center for 6 years.</p> <p>Electronic Data in JOMIS is retained in the regular search until the client's 25th birthdate, at which time it is archived for permanent retention.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<b>YOUTH FACILITIES --- Resident Case Files (Detention &amp; Program Resident, Originals):</b>  (Electronic Data in JOMIS): This series documents all administrative and legal actions regarding the admission, treatment and discharge of residents and may include the following types of records: correspondence; violation, predisposition, psychiatric, psychological, and progress reports; detention summaries/admission forms; evaluations; positive reinforcement charts; resident visitation logs/financial ledgers; youth counselor notes; cumulative record; checkout logs; and, copies of court documents.	C	7	-	C+7	X	C=Until age 19, or occasionally age 20 (refer to AS 47.12.160, retention of jurisdiction over minor). Active files are arranged alphabetically by name; inactive are arranged chronologically.  Electronic Data in JOMIS is retained in the regular search until the client's 25th birthday, at which time it is archived for permanent retention.  The Division operates eight youth facilities: McLaughlin Youth Center (Anchorage), Johnson Youth Center (Juneau), Fairbanks, Bethel, Nome, Ketchikan, Kenai Peninsula and Mat-Su.
		P	-	-	P		
8	<b>YOUTH FACILITIES Logs &amp; Schedules:</b>  Includes unit logs, duty officer logs, visitor and key logs, shift schedules, etc.  Arranged chronologically.	10	-	-	10		
9	<b>YOUTH FACILITIES Resident Medical Case Files:</b>  Records series consists of the following: physical exams, laboratory test results, x-rays, dental records, psychological evaluations, medication/injury reports, notes and other miscellaneous medical records. Retained by staff nurse.  Arranged alphabetically by resident.	C	7	-	C+7	X	C=Until age 19, or occasionally age 20 (refer to AS 47.12.160, retention of jurisdiction over minor).

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		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>YOUTH FACILITIES Resident Gratuity Files:</b></p> <p>Includes withdrawal requests, ledger and resident gratuity data.</p> <p>Arranged alphabetically by resident.</p>	3	-	-	3		
11	<p><b>YOUTH FACILITIES Resident Bank Account Files:</b></p> <p>Bank statements for trust accounts, college fund accounts and gratuity accounts.</p> <p>Arranged alphabetically by resident.</p>	3	-	-	3		
12	<p><b>YOUTH FACILITIES School Lunch &amp; Commodity Files:</b></p> <p>Records documenting agency participation in federal programs. Includes reports, monthly claims for reimbursement and correspondence.</p> <p>Arranged alphabetically by subject.</p>	3	-	-	3		Non-confidential.

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>YOUTH FACILITIES Daily Bulletins:</b></p> <p>Internal "house organ" showing menus, announcements, status of residents, counts and listing of security risks.</p> <p>Arranged chronologically.</p>	1	-	-	1		
14	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Division of Juvenile Justice staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>