



Department of Education and Early Development
 Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 180 Schedule No: 06-180.2

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 06 - DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 180 - DIVISION OF JUVENILE JUSTICE

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are confidential under AS 40.25.120, 47.12.310, AS 39.05.080 or 7 AAC 54.020. This schedule supersedes #06-180.1

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

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

Division Director Karen Forrest	Signature of Division Director <i>Original signature held on file.</i>	Date 6/17/2014
Attorney General/Designee <i>Original signature held on file.</i>	Date 8/12/2014	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 6/30/2014	Records Analyst <i>Original signature held on file.</i>
		Date 6/27/2014

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Regional & District Offices Juvenile Probation Case Files (Originals) 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> <p>Original files are arranged alphabetically by client number.</p>	H & E	C+10	Y	<p>C = Until case is closed and client is at least 19 years old.</p> <p>Retain closed files for 4 years in the office, then transfer to the records center for 6 years.</p>
<p>001.2 - Regional & District Offices Juvenile Probation Case Files [Electronic Data in JOMIS/Incident Tracker (InTr)] 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> <p>Original files are arranged alphabetically by client number.</p>	D	PO		<p>Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.</p>
<p>002.1 - Regional & District Offices - Juvenile Intake & Informal Supervision Case Files (Originals) Series consists of photo, name, social security number, other personal identification information, police report, any known past history, predisposition investigation notes and recommendations, assessments, and community diversion plan/informal agreements.</p> <p>Arranged by client number.</p>	H & E	C		<p>C = Until case is closed and client is at least 19 years old.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>002.2 - Regional & District Offices - Juvenile Intake & Informal Supervision Case Files (Electronic Data in JOMIS/InTr) Series consists of photo, name, social security number, other personal identification information, police report, any known past history, predisposition investigation notes and recommendations, assessments, and community diversion plan/informal agreements.</p> <p>Arranged by client number.</p>	D	PO		Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.
<p>003.1 - Regional & District Offices Foster Care Case Files (Originals) 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>	H & E	C+5	Y	C = Until case is closed and client is at least 19 years old.
<p>003.2 - Regional & District Offices Foster Care Case Files (Electronic Data in JOMIS/InTr) 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>	D	PO	Y	Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.
<p>004 - Regional & District Offices - District & Regional Supervisors' Intake & Supervision Case Audit Files (Originals) This records series documents 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>	H & E	C+4		C = Final day of the 4 months for which the case audits were completed.

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<p>005.1 - Regional & District Offices ICJ Case Files (Originals) 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>	H & E	C+10		<p>C = Until case is closed and client is at least 19 years old.</p> <p>Retain closed files for 4 years in the office, then transfer to the records center for 6 years.</p> <p>ICJ = Interstate Compact on Juveniles</p>
<p>005.2 - Regional & District Offices ICJ Case Files (Electronic Data in JOMIS/InTr) 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>	D	PO		<p>Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.</p> <p>ICJ = Interstate Compact on Juveniles</p>
<p>006.1 - Regional & District Offices Deceased Client Case Files Files are retained for juveniles that die while in the custody of division.</p> <p>Arranged by client number.</p>	H & E	C+10		<p>C = At death of client.</p> <p>Retain closed files for 4 years in the office, then transfer to the records center for 6 years.</p>
<p>006.2 - Regional & District Offices Deceased Client Case Files (Electronic Data in JOMIS/InTr) Files are retained for juveniles that die while in the custody of division.</p> <p>Arranged by client number.</p>	D	PO		<p>Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.</p>

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<p>007.1 - Youth Facilities - Resident Case Files (Detention & Program Resident, Originals) 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; Juvenile Justice Officer notes; cumulative record; checkout logs; and, copies of court documents.</p> <p>Active files are arranged alphabetically by name; inactive are arranged chronologically.</p>	H & E	C+7	Y	<p>C = Until age 19, or occasionally age 20 (refer to AS 47.12.160, retention of jurisdiction over minor).</p> <p>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>007.2 - Youth Facilities - Resident Case Files (Detention & Program Resident, Electronic Data in JOMIS/InTr) 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; Juvenile Justice Officer notes; cumulative record; checkout logs; and, copies of court documents.</p>	D	PO	Y	<p>Electronic Data in JOMIS/InTr is retained in the regular search until the client's 25th birthday. At the end of each calendar year it is archived for permanent retention.</p>
<p>008 - Youth Facilities Operations Files Includes unit logs, duty officer logs, visitor and key logs, shift schedules, menus, announcements, status of residents, counts and listing of security risks, etc.</p> <p>Arranged chronologically.</p>	H & E	CY+2		

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<p>009 - Youth Facilities Resident Medical Case Files 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.</p> <p>Arranged alphabetically by resident.</p>	H & E	C+7	Y	C = Until age 19, or occasionally age 20 (refer to AS 47.12.160, retention of jurisdiction over minor).
<p>010 - Youth Facilities Resident Gratuity Files Includes withdrawal requests, ledger and resident gratuity data.</p> <p>Arranged alphabetically by resident.</p>	H & E	CFY+3		
<p>011 - Youth Facilities Resident Bank Account Files Bank statements for trust accounts, college fund accounts and gratuity accounts.</p> <p>Arranged alphabetically by resident.</p>	H & E	CFY+7		
<p>012 - Youth Facilities School Lunch & Commodity Files Records documenting agency participation in federal programs. Includes reports, monthly claims for reimbursement and correspondence.</p> <p>Arranged alphabetically by subject.</p>	H & E	CFY+3		Nonconfidential.

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<p>013 - Training Records Records pertain to the division-related training of state employees, volunteers and contractors across the state. The training is conducted by the division's Statewide Training Coordinator and the records are retained by that office.</p> <p>Arranged chronologically.</p>	H & E	CY+6		<p>For volunteers and contractors, the Statewide Training Coordinator maintains the record copy of the materials.</p> <p>For state employees, the originals of materials related to training and training completion (certificates, exams, etc.) must be provided to the employee's supervisor so that they may be included in the employee's personnel file, the record copy of which is held by the Division of Personnel and Labor Relations (see the GARRDS #100.3, item #100). The Statewide Training Coordinator holds the agency copy for state employee training records.</p>

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