

# Juvenile Courts Revise Records Retention Schedules

A committee established by the Council of Juvenile Court Judges, in cooperation with the Administrative Office of the Courts and the Department of Archives, recently reviewed the juvenile court retention schedules. As a result, all schedules have been revised and are printed here in summary form. For more information, contact Lynn Brewer, Council of Juvenile Court Judges, 404-657-5020; or Pete Schinkel, Dept. of Archives, 404-656-2373; or Holly Sparrow, Administrative Office of the Courts, 404-651-6327.

## Juvenile Courts Common Records Retention Schedule

**SERIES TITLE: INDIVIDUAL JUVENILE COURT CASE FILES**  
**Schedule Number: 99-0006**

**Dates of Series:**

Earliest: 1950; Latest: Ongoing  
Amends and supersedes schedule number 83-823.

**Consists of:**

The individual juvenile court case files shall serve as the minutes. Includes the following vital records: complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. Includes the following non-vital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judges bench notes; applications for court appointed attorney; social histories; victim impact statements; any duplicates of court generated documents or records; essays; community service reports; applications for bond; custody reports generated by juvenile court for investigatory purposes; and case histories transmitted by another juvenile court. Includes non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies; police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; custody reports not produced by juvenile court; medical records; school discipline/attendance records.

**Retention:**

Cut off at the end of each calendar year.

Hold in the current files area one year from the calendar year in which the case was disposed of by disposition or remittitur. The court may then dispose of any documents or records defined above as "non-vital" or any non-juvenile court generated document which was not admitted into evidence.

Transfer to local holding area;

Hold 28 years from the end of the calendar year of the date that the child was born or 15 years from the end of the calendar year of the date of the last entry;

Destroy.

**SERIES TITLE: PARENTAL NOTIFICATION OF ABORTION CASE FILES**  
**Schedule Number: 99-0007**

**Dates of Series:**

Earliest: 1987; Latest: Ongoing  
Amend and supersede schedule number 83-823.

**Consists of:**

The individual juvenile court case files shall serve as the minutes. Documents relating to actions initiated by a minor, on such minors behalf or by next friend, for a waiver of the requirement that a parent be notified that an abortion is to be performed. Includes petitions, orders, medical statements, correspondence, etc.

**Retention:**

Cut file off upon decision by court or the granting of the petition without such a decision.

Hold in the current files area 90 days;

Destroy.

**SERIES TITLE: TRAFFIC CASE FILES**  
**Schedule Number: 99-0014**

**Dates of Series:**

Earliest: 1971; Latest: Ongoing  
Amends and supercedes schedule number 83-823.

**Consists of:**

The individual juvenile court case files shall serve as the minutes. May include the following vital records: uniform traffic citations; complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judge's benchnotes; applications for court appointed attorney; social histories; victim impact statements; any duplicates of court generated documents or records; essays; community service reports; applications for bond; and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: records of ankle monitoring agencies; police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; and school discipline/attendance records.

**Retention:**

Cut off at the end of each calendar year.

Hold in the current files area one year from the calendar year in which the case was disposed of by disposition or remittitur. The court may then dispose of any documents or records defined above as "non-vital" or any non-juvenile court generated document which was not admitted into evidence.

Transfer to local holding area; hold 5 years;

Destroy.

**SERIES TITLE: LEGITIMATION CASE FILES AND TERMINATION OF PARENTAL RIGHTS CASE FILES IN WHICH RIGHTS WERE TERMINATED**  
**Schedule Number: 99-0008**

Termination Cases: Earliest: 1950; Latest: Ongoing  
Legitimation Cases: Earliest: 1997; Latest: Ongoing

**Consists of:**

The individual juvenile court case files shall serve as the minutes. May include the following vital records: complaints; petitions; all court orders; rights forms; notices of appeal; publications; applications for publication; transcripts; any other items in juvenile court files which are juvenile court generated and do not fall within the category of non-vital records. May include the following non-vital records: subpoenas; correspondence; intake data sheets; witness lists; route sheets; clerk or judge's benchnotes; applications for court appointed attorney; social histories; any duplicates of court generated documents or records; and case histories transmitted by another juvenile court. May include non-vital documents generated by other persons or agencies such as the following: police reports; Department of Family and Children Services reports; Department of Juvenile Justice reports; psychologicals; school discipline/attendance records; and custody reports not produced by juvenile court.

**Retention:**

Cut off at the end of each calendar year.

Hold in the current files area one year from the calendar year in which the case was disposed of by disposition or remittitur.

Transfer to local holding area for permanent retention.

**SERIES TITLE: CASE FILES OF JUVENILES ON PROBATION OR SUPERVISION WITH THE COURT**

**Schedule Number: 99-0009**

**Dates of Series:**

Earliest: 1950; Latest: Ongoing

**Consists of:**

Documents relating to a juvenile's status on probation or supervision with the court. Includes drug screens, school attendance records, reports of contact with probation officer; etc.

**Retention Requirement: Administrative Need:**

Retention until child is 17 or probation is terminated, whichever is later.

**Retention:**

Destroy upon juvenile reaching the age of 17 or when probation or supervision is terminated, whichever is later.

**SERIES TITLE: COURT REPORTER'S NOTES AND FILES**

**Schedule Number: 99-0010**

**Dates of Series:**

Earliest: 1950; Latest: Ongoing

**Consists of:**

Documents relating to verbatim recording of oral proceedings before the court. Included are stenographic machine tapes and/or notes. May also include tape recordings, dictagraph belts, paper strips, steno pads, and other recording media.

**Retention:**

Cut off file at end of calendar year;

Hold in current file area 2 months;

Transfer to local holding area;

Hold 2 years;

Destroy.

**7. SERIES TITLE: DOCKET BOOKS**

**Schedule Number: 99-0011**

**Dates of Series:**

Earliest: 1976; Latest: Ongoing

Amends and supersedes schedule number 87-96

**Consists of:**

Documents relating to cases filed in juvenile courts. Included are docket books, bound and loose-leaf, and the pages thereof, in which is recorded information regarding children who are referred to the juvenile courts and complaints which are filed against them or in their interest. Also included are computer records or other electronic records of the information required to be maintained in the juvenile docket book in juvenile courts which store the docket sheet information electronically in lieu of maintaining a separate juvenile docket book.

**Retention:**

Cut off the file when the last entry is made in the book. May then transfer to local holding area;

Hold 28 years from end of calendar year of last entry;

Destroy.

**SERIES TITLE: COURT CALENDARS**

**Schedule Number: 99-0012**

**Dates of Series:**

Earliest: 1950; Latest: Ongoing

**Consists of:**

Documents relating to listing of matters to be heard, dates for hearing and styles of cases. Included are calendars for judges and associate judges.

**Retention:**

Cut off file series at the end of each calendar year;

Hold in the current files area one year;

Destroy.

**9. SERIES TITLE: FILES AND RECORDS OF JUVENILE COURT ADMINISTERED PROGRAMS**

**Schedule Number: 99-0013**

**Dates of Series:**

Earliest: 1950; Latest: Ongoing

**Consists of:**

Documents relating to the administration of court programs including but not limited to the following: community service programs; diversion programs; restitution programs; community oriented risk-reduction programs; parenting classes; Tough Love programs; mentoring programs; tutoring programs; and counseling programs. Included are attendance records, referrals to other programs, testing results, certificates, etc.

**Retention:**

Cut off at the end of each calendar year.

Hold in current files area two years from date of creation;

Transfer to local holding area;

Hold 3 years;

Destroy.

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**Note:**

Two previous retention schedules, *Juvenile Court Minute Books* and *Juvenile Court Non-Appealed Transcripts of Court Proceedings files*, are superseded by the revised and new case