

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 06-01	Effective Date: 11/01/04	Revision Date: 01-22-14
Subject: Creation, Storage and Retention of Juvenile Records & Permanent Files		

I. Policy

Programs and facilities in the Division shall create and maintain a juvenile record and juvenile permanent file for each juvenile under the care, custody, and/or control of the Division. Juvenile records and juvenile permanent files shall be, stored securely, distributed according to GRAMA, and retained and destroyed according to administrative rule R17-6 and the Division of Archives and Records Services.

II. Rationale

The purpose of this policy is to clarify and provide direction for the proper storage and retention of juvenile records and juvenile permanent files. It is the responsibility of the Division to ensure the confidentiality and integrity of a juvenile record and permanent file.

III. Definitions

- A. "Juvenile records" are facility or program records regarding individual juveniles that organize and maintain information regarding demographics, assessments, progress notes and critical information.
- B. "Juvenile permanent files" are comprehensive records regarding individual juveniles that are maintained by case management and the Division, with collective historical information from the time the juvenile was committed to the care of the Division until termination of the relationship with the Division.
- C. "GRAMA" is the Government Records Access and Management Act, which governs the classification and retention of records that are prepared, owned, received, or retained by government entity, i.e. The Division of Juvenile Justice Services (Utah Code Ann. 636-2)

IV. Procedures

- A. Creation and Maintenance of Juvenile Records and Juvenile Permanent Files
 - 1. All Division programs and facilities shall create and maintain a juvenile record for each juvenile in the program. Records shall be created to meet the needs of juveniles and programs. Content of the juvenile record shall be specified in the Program/Facility Operations Manual.

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2. Juvenile permanent files shall be created and maintained by the Case Manager. Content for the juvenile permanent file shall be specified in the case management Operations Manual.

B. Storage of Juvenile Records and Permanent Files

1. Juvenile records and juvenile permanent files will be stored securely in locked drawers of file cabinets or in password protected electronic files when not in use.
2. Juvenile records and juvenile permanent files shall be protected against unauthorized use and shall be kept in accordance with GRAMA

C. Release of Records and/or Permanent Files

1. Information in juvenile records and juvenile permanent files is classified and shall be released only in accordance with GRAMA (Government Records Access and Management ACT) guidelines.
2. Staff shall refer requests for juvenile records to the Division GRAMA Coordinator located at the Multiple Agency Office Building in Salt Lake City, (801)538-4330.

D. Retention, Archives, and Destruction of Records

1. Juvenile records and/or juvenile permanent files shall be retained by case management, program, and/or facility APD's according to the retention schedules.
2. APD's or their designee shall seek clarification on the proper retention schedule for juvenile records in their program by contacting the Division GRAMA Coordinator.
3. Some juvenile records are required to be archived. APD's shall coordinate with the Division GRAMA Coordinator for instruction.
4. APD's or their designee shall contact the Division GRAMA Coordinator prior to destroying obsolete juvenile records to verify the record is eligible for such action, and they must maintain documentation that identifies all juvenile records that have been destroyed.

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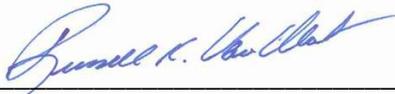
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5. APD's shall ensure that when a juvenile record or permanent file is destroyed that it is done in a secure and confidential way in a secure and confidential way, using a shredding service.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

01-22-14

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

01-22-14

Signature Date