

Department of Juvenile Justice and Delinquency Prevention
Juvenile Court Services

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

ORGANIZATIONAL NAME CHANGE

An organizational name change to this Program Records Retention and Disposition Schedule is hereby approved. The Program Records Retention and Disposition Schedule reflects an organizational change from the **Department of Juvenile Justice and Delinquency Prevention – Intervention Prevention Division – Court Services to Department of Juvenile Justice and Delinquency Prevention – Court Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated **August 27, 2004**. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

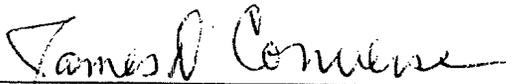
JUVENILE COURT SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

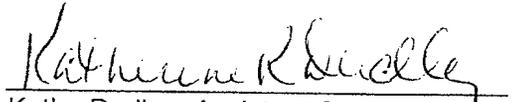
JUVENILE COURT SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

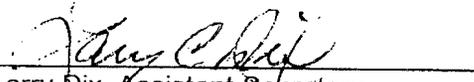
APPROVAL RECOMMENDED



James Converse, Chief Records Officer
Department of Juvenile Justice
and Delinquency Prevention



Kathy Dudley, Assistant Secretary
Program Services East

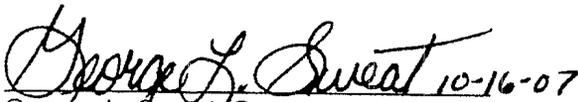


Larry Dix, Assistant Secretary
Program Services West



David Brook, Director
Division of Historical Resources

APPROVED

 10-16-07

George L. Sweat, Secretary
Department of Juvenile Justice
Delinquency Prevention



Lisbeth C. Evans, Secretary
Department of Cultural Resources

DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
INTERVENTION PREVENTION DIVISION
JUVENILE COURT SERVICES

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

JUVENILE COURT SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

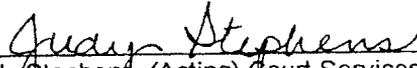
JUVENILE COURT SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

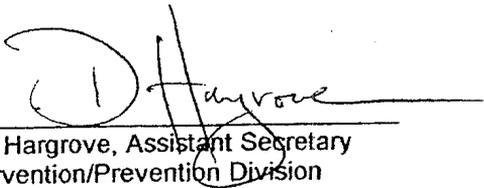
APPROVAL RECOMMENDED



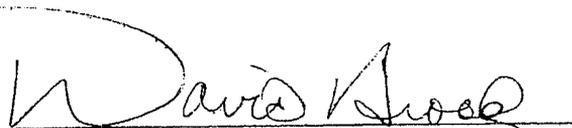
Kimberly Bowman, (Acting) Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Judy Stephens, (Acting) Court Services Operations Manager
Juvenile Court Services



Don Hargrove, Assistant Secretary
Intervention/Prevention Division



David Brook, Director
Division of Historical Resources

APPROVED



George L. Sweat, Secretary 10-20-04
Department of Juvenile Justice and
Delinquency Prevention

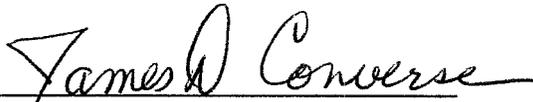


Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
INTERVENTION PREVENTION DIVISION
JUVENILE COURT SERVICES**

Amend the program records retention and disposition schedule approved August 24, 2007 by adding item 49258 as shown on the included schedule. No other items on this schedule have been amended, added, or removed.

APPROVAL RECOMMENDED



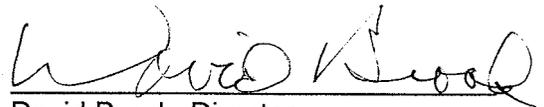
James Converse, Chief Records Officer
Department of Juvenile Justice and
Delinquency Prevention



Judy Stephens, Court Services
Administrator

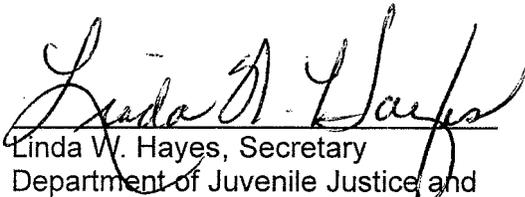


Michael Rieder, Deputy Secretary
Court Services

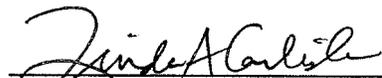


David Brook, Director
Division of Historical Resources

APPROVED



Linda W. Hayes, Secretary
Department of Juvenile Justice and
Delinquency Prevention



Linda A. Carlisle, Secretary
Department of Cultural Resources

August 30, 2010

WHB

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
JUVENILE COURT SERVICES**

ITEM 10595. COURT SERVICES MANAGER'S FILE.

Reference copies of records in paper and electronic formats concerning division operations. File includes division directives, correspondence, memorandums, booklets, and other related records received from other agencies and private organizations concerning youth programs conducted by the department.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends. Destroy records currently held in the State Records Center immediately.

ITEM 10598. GRANTS FILE.

Records concerning grants administered by department. File includes grant proposals, plans, audits and other related records. File also includes application instructions, budgetary records, and research and planning materials.

DISPOSITION INSTRUCTIONS: Destroy in office records concerning non-approved grants after 1 year, if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining records after 3 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy records currently held in the State Records Center 3 years from date received.

ITEM 35358. ASSISTANT ADMINISTRATOR'S FILE.

Records concerning division operations. File includes correspondence, memorandums, procedures, program outlines, booklets, and records and pamphlets received from other agencies and private organizations concerning youth programs conducted by the division.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Court Services Manager's File (Item 10595).

ITEM 35369. LEGAL OPINIONS / DECISIONS FILE.

Reference copies of legal opinions/decisions made on juvenile cases. File also includes administrative orders, appeals, Attorney General's opinions, and listing of private attorneys.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35372. OPERATIONS AND PROGRAMS FILE.

Reference copies of records in paper and electronic formats concerning division operations and programs. File includes information regarding alternatives to commitment, drug screening, special projects, surveys, quarterly updates, intensive supervision/probation programs, program outlines, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35380. SPECIAL PROJECTS PROGRAMS FILE.

Records concerning special projects and programs implemented by the division that are not considered permanent. File includes surveys, reference copies of speeches by the manager, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Operations and Programs File (Item 35372).

**DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
JUVENILE COURT SERVICES**

ITEM 49258. JUVENILE COURT COUNSELOR'S CASE RECORD FILE.

Records in paper and electronic formats, including e-mail, concerning cases of juveniles under supervision. File includes family background information; reports of social, medical, psychiatric and psychological information concerning a juvenile or the juvenile's family; probation reports; interviews with the juvenile's family, and other related records. Data is entered into the North Carolina Juvenile Online Information Network (NC-JOIN) Database (Electronic) File (Item 47993). (Comply with applicable provisions of G.S. 7B-3100 regarding confidentiality information of juveniles).

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records 18 months after the juvenile in question reaches his/her 18th birthday. If the juvenile has remained committed beyond his/her 18th birthday, destroy records 18 months after the juvenile in question leaves the custody of the N.C. Department of Juvenile Justice and Delinquency Prevention.