

## Revocation of the *Juvenile Courts and Services Records Retention Schedule (Version 1.0)*

All disposition authorities in the *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* are hereby **revoked**. Local government agencies should take measures to identify current approved records series that will provide **legal authority** to disposition public records *previously* covered by the *Juvenile Courts and Services Records Retention Schedule*. They can be located in:

- The *County Clerk and Superior Court Records Retention Schedule (Version 7.0)*, which covers **official juvenile court** records;
- The *Social Services Records Retention Schedule (Version 1.1)*, which covers **juvenile social files**; and,
- The *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies (including the management of the agency and its assets, finances, human resources, information resources, etc.).

This revocation guide has been prepared to aid local government agencies as they transition to the current approved records series.

All current approved retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

### **Authority**

The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was revoked by the Local Records Committee in accordance with [RCW 40.14.070](#) on June 26, 2014.

*Signature File*

For the State Auditor: Cindy Evans

*Signature on File*

For the Attorney General: Sharon James

*Signature on File*

The State Archivist: Steve Excell

## REVOCATION GUIDE

To better assist local government agencies in the retention, destruction, and transfer of their public records, Washington State Archives is continuing to implement improvements to records retention schedules.

The *Juvenile Courts and Services Records Retention Schedule (Version 1.0)* was **revoked** by the Local Records Committee on June 26, 2014, in accordance with [RCW 40.14.070](#), and it no longer provides legal disposition authority for any records. Agencies must take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

On June 26, 2014, the Local Records Committee **approved** the *County Clerks and Superior Court Records Retention Schedule (Version 7.0)*. As defined by [RCW 13.04.021](#), Juvenile Court is a division of Superior Court; therefore, juvenile court records have been integrated into this newly approved retention schedule, which covers all official Superior Court records. Three **new** series have been added to cover the early destruction of certain juvenile records as provided in [chapter 13.50 RCW](#).

Records series relating to the provision of “social services” have been transferred to the *Social Services Records Retention Schedule (Version 1.1)*. No changes have been made to the individual records series *except for* the DAN prefix and the addition of exclusion language, where necessary. Three **new** series cover the early destruction of certain juvenile records as provided in [chapter 13.50 RCW](#).

This guide provides a “crosswalk” to map the destinations and new disposition authority numbers (DANs) of the 13 series revoked records series.

## TABLE OF CONTENTS

1. DISCONTINUED RECORDS SERIES – OFFICIAL JUVENILE COURT RECORDS .....	3
2. DISCONTINUED RECORDS SERIES – JUVENILE SOCIAL SERVICE RECORDS .....	4

**DISCONTINUED RECORDS SERIES – OFFICIAL JUVENILE COURT RECORDS**

All **official Juvenile Court records** are now covered in the **County Clerks and Superior Court Records Retention Schedule (Version 7.0)**.

The records series listed on the left have been revoked/discontinued. Current approved DANs appear on the right.

<b>Juvenile Courts &amp; Services Records Retention Schedule (Ver. 1.0) – REVOKED 6/26/14</b>			<b>County Clerks and Superior Court Records Retention Schedule (Ver. 7.0)</b>				
Discontinued DAN	Discontinued Title	Discontinued Retention	Section	DAN	Title	Retention & Disposition Action	Notes
JS50-28-01 p. 4	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS	Retain until expiration of appeal period then Destroy.	SUPERIOR COURT RECORDS AND EXHIBITS	CL65-01-12 p. 7	<b>Oral Testimony and Proceedings</b>	<b>Retain</b> until court order authorizing transfer or destruction of record(s) has been signed and entered <b>and Retain</b> until death of defendant <i>in capital cases where the death penalty has been imposed and Provide</i> 60 days' notice pursuant to <u>SPRC 7</u> <i>in all capital cases then As ordered by the court, Transfer</i> record(s) of historical value as determined by the Clerk to Washington State Archives <b>and Destroy</b> remaining records.	Consolidation.
JS50-28-03 p. 4	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	SUPERIOR COURT RECORDS AND EXHIBITS	CL50-28-10 p. 11	<b>Superior Court Case Files (Juvenile Court)</b>	<b>Retain</b> permanently.	Consolidation.  Excludes "social files" covered in the <i>Social Services Records Retention Schedule</i> .
JS50-28-06 p. 4	DOCKETS JUVENILE COURT						
JS50-28-09 p. 4	JUVENILE COURT CASE FILE INDEXES						
JS50-28-10 p. 4	JUVENILE COURT CASE FILES						
JS50-28-08 p. 6	GUARDIAN AD LITUM REPORTS (official report submitted to the court)	Retain for 8 years after case closed or 3 years after individual reaches age 18, whichever is later, then Destroy.					

**DISCONTINUED RECORDS SERIES – JUVENILE SOCIAL SERVICE RECORDS**

All juvenile social service records have been transferred to the *Social Services Records Retention Schedule (Ver. 1.1)* and have been assigned the prefix “SS”.  
IMPORTANT: Any/all official court records to which the social files relate (e.g., marriage waivers) are covered by CL50-28-10 or CL65-01-08 in the *County Clerk and Superior Court Records Retention Schedule*.

<i>Juvenile Courts and Services Records Retention Schedule (Revoked)</i>	<i>Social Services Records Retention Schedule (Ver. 1.1)</i>		
Discontinued DAN	NEW DAN	SAME Title	SAME Retention & Disposition Action
JS50-28-02 p. 5	SS50-28-02 p. 6	<b><i>Custody Investigations</i></b>	Retain for 5 years after individual reaches age 18 then Destroy.
JS50-28-04 p. 5	SS50-28-04 p. 6	<b><i>Detention Log</i></b>	6 years
JS50-28-05 p. 5	SS50-28-05 p. 6	<b><i>Detention Roster</i></b>	1 year
JS50-28-07 p. 5	SS50-28-07 p. 6	<b><i>Foster Care Files</i></b> <i>(Social file portion only)</i>	Retain for 8 years after case closed or 3 years after individual reaches age 18, whichever is later then Destroy.
JS50-28-08 p. 6	SS50-28-08 p. 7	<b><i>Guardian ad Litem</i></b>	Retain for 8 years after case closed or 3 years after individual reaches age 18, whichever is later then Destroy.
JS50-28-11 p. 6	SS50-28-11 p. 7	<b><i>Marriage Waiver</i></b> <i>(Social file portion only)</i>	Retain for 5 years after individual reaches age 18 then Destroy.
JS50-28-12 p. 6	SS50-28-12 p. 7	<b><i>Medical History Files</i></b>	Retain for 5 years after individual reaches age 18 then Destroy.
JS50-28-13 p. 7	SS50-28-13 p. 7	<b><i>Social Files</i></b>	Retain for 5 years after individual reaches age 18 then Destroy.

For assistance and advice on applying records retention schedules,  
please contact Washington State Archives at: [recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or contact your Regional Archivist