



Using Records Retention Schedules: Which Retention Schedules Do Juvenile Courts Use?

Purpose: Provide guidance to Juvenile Courts on which records retention schedules to use.

Juvenile Courts need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most local government agencies (including Juvenile Courts), such as records relating to:

- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Human resources
- Information systems/technology
- Media coverage
- Payroll
- Policies and procedures
- Records management and destruction

Records with minimal retention value (transitory records) are also covered in **CORE**.

2. Superior Court Records Retention Schedule

This schedule covers records that are specific or unique to Juvenile Courts, such as records relating to:

- At-Risk Youth (ARY)
- Child in Need of Services (CHINS)
- Diversion
- Family court
- Involuntary civil commitment
- Juvenile detention
- Marriage waivers
- Probation
- Protective arrangements
- Therapy court
- Treatment plans and monitoring
- Truancy

Records managed by the County Clerk, such as Juvenile Court case files, are covered by the County Clerks Records Retention Schedule.

Additional advice regarding the management of public records is available from Washington State Archives: