

# STATE OF NEW JERSEY



## COUNTY JUVENILE DETENTION CENTER

**C330000-001**

|                    |                                  |                               |  |
|--------------------|----------------------------------|-------------------------------|--|
| <b>Department:</b> | COUNTY JUVENILE DETENTION CENTER | <b>Agency Representative:</b> |  |
| <b>Division:</b>   |                                  | <b>Title:</b>                 |  |
| <b>Bureau:</b>     |                                  | <b>Phone #:</b>               |  |

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

|   |              |  |              |
|---|--------------|--|--------------|
| <b>Agency Representative Signature:</b> | <b>Date:</b> | <b>Secretary, State Records Committee Signature:</b> | <b>Date:</b> |
|   |              |  | 4/8/1985     |

| Record Series #  | Record Title and Description  | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy                      |                          | Disposition | Citation |
|--|---|-------|-----------------|-----------------|--------------|--------------|---------------------------------------|--------------------------|-------------|----------|
|  |   |       |                 |                 |              |              | Total Retention Period                | Minimum Period in Agency |             |          |
| <b>Superintendent's Office</b>                         |   |       |                 |                 |              |              |                                       |                          |             |          |
| 0001-0000  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |                                       |                          |             |          |
| 0009-0000  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |                                       |                          |             |          |
| <b>Juveniles in Need of Supervision (JINS) Program</b> |   |       |                 |                 |              |              |                                       |                          |             |          |
| 0050-0000  | Juveniles in Need of Supervision (JINS) Program - Client File<br>---<br>Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy     |          |
| <b>Records Administration</b>                          |   |       |                 |                 |              |              |                                       |                          |             |          |
| 0100-0000  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |                                       |                          |             |          |
| 0101-0000  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |                                       |                          |             |          |

| Records Retention and Disposition Schedule |   |       |                 | Agency: C330000 |              |              | Schedule: 001                            |                          | Page #:2 of 4 |          |
|--|---|-------|-----------------|-----------------|--------------|--------------|--|--------------------------|---------------|----------|
| Record Series #                            | Record Title and Description  | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy                         |                          | Disposition   | Citation |
|  |   |       |                 |                 |              |              | Total Retention Period                   | Minimum Period in Agency |               |          |
| <b>Operations - Secretary's Office</b>     |   |       |                 |                 |              |              |  |                          |               |          |
| 0150-0000                                  | Hearing Results<br>---<br>Adjudicator's copy: contains decision and results.  |       |                 |                 |              |              | 5 Years                                  |                          | Destroy       |          |
| 0151-0000                                  | Visitor's Logs  |       |                 |                 |              |              | 5 Years<br>After final entry             |                          | Destroy       |          |
| 0152-0000                                  | Communication Sheets - Daily Activity Report<br>---<br>Consists of a Daily Activity Report of a client living unit. |       |                 |                 |              |              | 3 Years                                  |                          | Destroy       |          |
| 0153-0000                                  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |  |                          |               |          |
| 0157-0000                                  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |  |                          |               |          |
| 0158-0000                                  | Daily Report of Operations  |       |                 |                 |              |              | 2 Years                                  |                          | Destroy       |          |
| 0159-0000                                  | General Record Series Deleted - See County and Municipal General Schedule.  |       |                 |                 |              |              |  |                          |               |          |
| 0160-0000                                  | Monthly Food Reports  |       |                 |                 |              |              | 3 Years                                  |                          | Destroy       |          |
| 0161-0000                                  | Shift Reports   | X     |                 |                 |              |              | 6 Years                                  |                          | Destroy       |          |
| 0162-0000                                  | Incident Report File  |       |                 |                 |              |              |  |                          |               |          |
| 0162-0001                                  | Incident Report File - General  |       |                 |                 |              |              | 3 Years                                  |                          | Destroy       |          |
| 0162-0002                                  | Incident Report File - Individual   |       |                 |                 |              |              | 3 Years<br>After juvenile attains age 18 |                          | Destroy       |          |

| Record Series # | Record Title and Description                                     | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy                      |                          | Disposition      | Citation |
|-----------------|--|-------|-----------------|-----------------|--------------|--------------|---------------------------------------|--------------------------|------------------|----------|
|                 |  |       |                 |                 |              |              | Total Retention Period                | Minimum Period in Agency |                  |          |
| <b>Records</b>  |  |       |                 |                 |              |              |                                       |                          |                  |          |
| 0200-0000       | Commitment of Juvenile   |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0201-0000       | Court Disposition  |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0202-0000       | Daily Census report  |       |                 |                 |              |              | 2 Years                               |                          | Destroy          |          |
| 0203-0000       | Disciplinary Action  |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0204-0000       | Daily Report of Admissions and Discharges                        |       |                 |                 |              |              | 2 Years                               |                          | Destroy          |          |
| 0205-0000       | Medical Sheet  |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0206-0000       | Medical Treatment  |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0207-0000       | Monthly Roster of all Persons Incarcerated But Not Yet Sentenced |       |                 |                 |              |              | 2 Years                               |                          | Destroy          |          |
| 0208-0000       | Property Sheet   |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0209-0000       | Request for Temporary Juvenile Detention                         |       |                 |                 |              |              | 3 Years After juvenile attains age 18 |                          | Destroy          |          |
| 0210-0000       | Permanent Record Card  |       | X               |                 |              |              | Permanent                             |                          | Retain at Agency |          |

\* P - Public, C - Confidential

| Records Retention and Disposition Schedule |                              |       |                 | Agency: C330000 |              |              | Schedule: 001   |                          | Page #:4 of 4 |          |
|--|------------------------------|-------|-----------------|-----------------|--------------|--------------|---|--------------------------|---------------|----------|
| Record Series #                            | Record Title and Description | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Policy  |                          | Disposition   | Citation |
|  |                              |       |                 |                 |              |              | Total Retention Period  | Minimum Period in Agency |               |          |
| 0211-0000                                  | School Records               |       |                 |                 |              |              | 3 Years<br>After juvenile attains age 18                              |                          | Destroy       |          |
| 0212-0000                                  | Escape Reports               |       |                 |                 |              |              | 3 Years<br>After juvenile attains age 18                              |                          | Destroy       |          |
| 0213-0000                                  | Medical History File         |       | X               |                 |              |              | 10 Years<br>After most recent discharge or age 23, whichever is later |                          | Destroy       |          |