



**This schedule applies to: Juvenile Courts and Juvenile Service Providers**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of juvenile courts and juvenile service providers relating to the function of juvenile justice pursuant to Title 13 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "JS" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

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# SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.



## 1. JUVENILE COURT AND SERVICES

### 1.1 JUVENILE COURT PROCEEDINGS

Records relating to juvenile court proceedings held pursuant to [RCW 13.04.030](#).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-01 Rev. 0	AUDIO AND VIDEO RECORDINGS OF JUVENILE COURT PROCEEDINGS <i>Reference <a href="#">RCW 13.50.050(22)(b)</a>.</i>	<b>Retain</b> until expiration of appeal period <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-03 Rev. 0	DAILY RECORDINGS OF JUVENILE COURT DOCUMENTS Microfilm copies of individual documents filed in Juvenile Court proceedings. <i>Reference <a href="#">RCW 13.50.050</a>.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
JS50-28-06 Rev. 0	DOCKETS JUVENILE COURT <i>Reference <a href="#">RCW 13.50.050</a>.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
JS50-28-09 Rev. 0	JUVENILE COURT CASE FILE INDEXES <i>Reference <a href="#">RCW 13.50.050</a>.</i>	PERMANENT, or entries may be expunged at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL <b>ESSENTIAL</b> OFM
JS50-28-10 Rev. 0	JUVENILE COURT CASE FILES Official documentation of Juvenile Court hearings and actions. <i>Reference <a href="#">RCW 13.50.050</a>.</i>	PERMANENT, or may be sealed, expunged or destroyed at the request of subjects who have cleared diversion requirements.	NON-ARCHIVAL <b>ESSENTIAL</b> OPR



## 1.2 JUVENILE SERVICES

*Records relating to juvenile services provided by the local government agency. Includes contractors.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-02 Rev. 0	CUSTODY INVESTIGATIONS Department working files containing copies of marriage and dissolution orders, custody orders, petition and show cause orders, reports of custody investigations, together with medical psychological reports, probation officer's working papers includes investigations for other states.	<b>Retain</b> for 5 years after individual reaches age 18 <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-04 Rev. 0	DETENTION LOG	6 years	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
JS50-28-05 Rev. 0	DETENTION ROSTER	1 year	NON-ARCHIVAL <b>ESSENTIAL</b> OPR
JS50-28-07 Rev. 0	FOSTER CARE FILES <i>Reference <a href="#">RCW 13.34.136</a>.</i>	<b>Retain</b> for 8 years after case closed or 3 years after individual reaches age 18, <i>whichever is later</i> <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## 1.2 JUVENILE SERVICES

Records relating to juvenile services provided by the local government agency. Includes contractors.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-08 Rev. 0	GUARDIAN AD LITUM REPORTS <i>Reference <a href="#">RCW 13.34.105</a> and <a href="#">26.09.220</a>.</i>	<b>Retain</b> for 8 years after case closed <i>or</i> 3 years after individual reaches age 18, <i>whichever is later then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
JS50-28-11 Rev. 0	MARRIAGE WAIVER Petition to waiver of law prohibiting marriage before age of 18. May contain probation officer's investigation and recommendations. <i>Reference <a href="#">RCW 26.04.010</a>.</i>	<b>Retain</b> for 5 years after individual reaches age 18 <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
JS50-28-12 Rev. 0	MEDICAL HISTORY FILES <i>Reference <a href="#">RCW 13.50.050</a>.</i>	<b>Retain</b> for 5 years after individual reaches age 18 <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OPR



## 1.2 JUVENILE SERVICES

*Records relating to juvenile services provided by the local government agency. Includes contractors.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
JS50-28-13 Rev. 0	<p>SOCIAL FILES Department working files containing copies of court orders, medical/psychological reports, pre-sentence reports, probation officers working reports, diversion files, and dependency documentation.</p> <p>Reference <a href="#">chapter 13.34 RCW</a>, <a href="#">RCW 13.50.050(22)</a> and <a href="#">13.50.100</a>.</p> <p>Regarding Juvenile Diversion Files: <a href="#">RCW 13.50.050(22)(a)</a> "Records may be routinely destroyed only when the person the subject of the information or complaint has attained twenty-three years of age or older, or is eighteen years of age or older and his or her criminal history consists entirely of one diversion agreement and two years have passed since completion of the agreement."</p>	<p><b>Retain</b> for 5 years after individual reaches age 18 <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OPR</p>



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SUPERSEDED



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SUPERSEDED