



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
- Media coverage
- Payroll
- Policies and procedures
- Records management and destruction

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

2. County Clerks and Superior Court Records Retention Schedule

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

- Official Juvenile Court Case Filings, including Diversion, Truancy, CHINS, and At-Risk Youth cases
- Exhibits
- Oral testimony and proceedings
- Pardons

3. Social Services Records Retention Schedule

This schedule covers records that are unique to the provision of social services to juveniles outside of official court proceedings, such as:

- Working files containing records that are not filed with the official court record, including correspondence, treatment monitoring, investigation background materials, etc.
- Juvenile detention management

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