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:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov