

Storage/Destruction of Files, Logs, Reports and Records

959.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the storage and destruction of files, logs, reports and records. This policy applies to all juvenile facility staff.

959.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1324;
- Executive Committee;
- Government Code 26205.1;
- Riverside County Board of Supervisors Policy A-43;
- Riverside County Probation Department Records Retention Schedule;
- Welfare and Institutions Code §§ 781, 826 & 827.

959.3 POLICY

Each juvenile facility shall comply with the Riverside County Board of Supervisors Policy A-43 County Records Management and Archives Policy. The department shall also safeguard records against unauthorized access.

959.4 DEPARTMENT RECORD RETENTION SCHEDULE (DRRS)

If not specifically described in this policy, juvenile facility and youth records shall be retained and purged based on the Riverside County Probation Department Records Retention Schedule, the Riverside County Board of Supervisors Policy [A-43](#) County Records Management and Archives Policy. All record retention and/or destruction shall be in compliance with Government Code 26205.1 and the Welfare and Institutions Code Section 826.

959.5 FILE RETENTION

All juvenile facility documentation including, but not limited to the following, shall be maintained in the Juvenile Adult Management Systems (JAMS) and/or the youth's juvenile facility file:

- (a) Incident reports;
- (b) Detention packets;
- (c) Court reports; and
- (d) Detention contacts.

Each juvenile facility shall retain records for three years including, but not limited to the following, until they are appropriately disposed of:

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- (a) Daily logs;
- (b) Rosters;
- (c) Safety checks;
- (d) Mail logs;
- (e) Separation reports;
- (f) Grievance forms;
- (g) Cash listing;
- (h) Programming logs;
- (i) Resident surveys; and,
- (j) Youth facility files.

Juvenile Probation and Camp Funding (JPCF) records must be retained for five years from the date of the youth's release from juvenile facility custody.

Juvenile facilities shall retain National School Lunch Program records for a period of five years.

959.6 FILE ACCESS

Riverside County Probation Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law. Refer to Welfare and Institutions Code (WIC) Section 827.

959.7 FILE SECURITY

Records shall be kept in a controlled and centralized location to ensure security. Security of active files/records is the responsibility of all juvenile facility staff.

959.8 RECORD SEALING

Youth's records may be sealed per court order by placing the record in a sealed envelope and labeling it "sealed" with the date/time. Sealed records shall be retained according to the Riverside County Probation Department Records Retention Schedule, unless the court orders the youth's file to be destroyed.

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