



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Regional Offices

Division: Division of Youth Services

Sub-Section:

**TITLE:** Closed Cases Reference Index Cards

**CUTOFF:** EOSFY

**DESCRIPTION:** Verifying history of persons served

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8523

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Education Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Student transcripts, education plans, assessment and grade reports

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 19521

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Individual Case Records

**CUTOFF:**

**DESCRIPTION:** After combining Youth Counselor and Facility File. Sent to Central Office after student is discharged

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8524

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Regional Offices

Division: Division of Youth Services

Sub-Section:

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**TITLE:** Parole Violation Warrant for Arrest Register

**CUTOFF:**

**DESCRIPTION:** Reference Use Only, retain in-house 6 years

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8527

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

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