



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

TITLE: Critical Incident Reports

CUTOFF: Date of Incident

DESCRIPTION: Reports documenting events involving an extreme injury; life-threatening medical emergency; serious disturbance; or other substantive incident involving youth or staff.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 8522

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024

TITLE: Education Records

CUTOFF: EOSFY

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

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 19520

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Individual Case Records

CUTOFF: End of Calendar Year After Discharge

DESCRIPTION: Records of discharged clients who received services or participated in programs including those who participated in day treatment programs but were not committed to the custody of the division. Records include, but are not limited to: identifying and medical information; records of services provided; juvenile movement forms; juvenile court records; and youth counselor and facility files related to youth. Records kept per 13 CSR 110-2.140.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 8518

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Central Office

Division: Division of Youth Services

Sub-Section:

TITLE: Juvenile Court Diversion Program Records

CUTOFF: Expiration of Contract

DESCRIPTION: Records of the program and the local intervention services it administers. Records include, but are not limited to: intervention services project descriptions; contracts between Division of Youth Services and juvenile courts; amendments to contracts; project monitoring reports; and annual summary reports including individual identifying data for youth served. Records created pursuant to 13 CSR 110-7.010.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 8494

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2024
