

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 06-01	Effective Date: 11/01/04	Revision Date: 04/03/17
Subject: Creation, Storage and Retention of Juvenile Records		

I. Policy

Programs and facilities in the Division shall create and maintain a juvenile record and juvenile permanent file for each juvenile under the care, custody, and/or control of the Division. Juvenile records and juvenile permanent files shall be, stored securely, distributed according to GRAMA, and retained and destroyed according to Utah Administrative Rule R17-6 and the Division of Archives and Records Services.

II. Rationale

The purpose of this policy is to clarify and provide direction for the proper storage and retention of juvenile records and juvenile permanent files. It is the responsibility of the Division to ensure the confidentiality and integrity of a juvenile record and permanent file.

III. Definitions

“Juvenile records” means a book, letter, document, paper, plan, photograph, film, card, tape, recording, electronic data, or other documentary material regardless of physical form or characteristics as it relates to juveniles under the care, custody, or control of the Division.

“GRAMA” is the Government Records Access and Management Act, which governs the classification and retention of records that are prepared, owned, received, or retained by government entity, i.e. The Division of Juvenile Justice Services (Utah Code Ann. 63 G-2)

IV. Procedures

A. Creation and Maintenance of Juvenile Records

All Division programs and facilities shall create and maintain a juvenile record for each juvenile in the program. Records shall be created to meet the needs of juveniles and programs. Content of the juvenile record shall be specified in the Program/Facility Operations Manual and when possible, shall be in electronic format.

B. Storage of Juvenile Records

1. Juvenile records shall be stored securely in locked drawers of file cabinets or in password protected electronic files when not in use.

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2. Juvenile records shall be protected against unauthorized use and shall be kept in accordance with GRAMA.

C. Release of Juvenile Records

1. Information in juvenile records is classified as private, controlled and/or protected and shall be released only in accordance with GRAMA guidelines.
2. Staff shall refer requests for juvenile records to the Division GRAMA Coordinator located at the Multiple Agency State Office Building in Salt Lake City, (801) 538-4330.

D. Retention, Archives, and Destruction of Records

1. Juvenile records shall be retained by case management, program, and/or facility Assistant Program Director (APD) or designee according to the retention schedules.
2. APDs or their designee shall seek clarification on the proper retention schedule for juvenile records in their program by contacting the Division GRAMA Coordinator or by visiting <https://archives.utah.gov/recordsmanagement/retention-schedules.html>
3. APDs or their designee shall contact the Division GRAMA Coordinator prior to archiving and/or destroying obsolete juvenile records.
4. APDs shall ensure that when a juvenile record is destroyed that it is done in a secure and confidential way, using a shredding service.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

04-03-17

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

04-03-17

Signature Date