STATE OF NEW JERSEY



COUNTY JUVENILE DETENTION CENTER

C330000-001



| Superintendent's Office Superintendent's Office General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program O050-0000 Juveniles in Need of Supervision (JINS) Program - Client File Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program - Client File After juvenile attains age 18 Records Administration | Records Re | tention a | and Disposition Schedule | e Agency: C330000 S | | Sche | Schedule: 001 | | | Page #:1 of 4 | | | | | | | |
|--|----------------------------|-----------------------------|---|--|------------------------|---------------------|---------------|-----------------|-----------------|---------------|----------------|--------------------------|-----------------------|--------------------------------|--|--------------------|------------------------------|
| Bureau: SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee. Agency Representative Signature: Date: Secretary, State Records Committee Signature: Date: Record Title and Description Superintendent's Office Superintendent's | Departmen | t: | COUNTY JUVENILE DETE | NTION CENTER | Agency Representative: | | | | | | | | | | | | |
| SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee. Agency Representative Signature: Date: Secretary, State Records Committee Signature: Date: Ara/1985 Record Record Title and Description Superintendent's Office Superintendent's Office General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program O050-0000 Juveniles in Need of Supervision (JINS) Program - Client File Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration Records Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program O050-0000 General Record Series Deleted - See County and Municipal General Schedule. Records Administration General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. | Division: | | | | Title | e: | | | | | | | | | | | |
| Agency Representative Signature: Date: Secretary, State Records Committee Signature: Date: Secretary, State Records Committee Signature: Date: Secretary, State Records Committee Signature: Date: 4/8/1985 Record Record Title and Description Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Office Superintendent's Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program O050-0000 Juveniles in Need of Supervision (JINS) Program - Client File Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. Records Administration General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General Schedule. | Bureau: | | | | Phone #: | | | | | | | | | | | | |
| Record Title and Description All Figure Period Per | SCHEDULE AI disposed of as | PPROVAL indicated | : Unless in litigation, the records co in accordance with the law and reg | overed by this schedule, upon expiratioulations of the State Records Committee | n of th | eir rete is sche | ntior dule | n pe will | riods bec | s, w ome | ill be effe | deemed | d to have the date | no continuing vapproved by the | value to the State ne State Records | e of Nev s Comm | w Jersey and will be nittee. |
| Record Series # Record Title and Description Part Part | Agency Re | present | ative Signature: | Date: | Sec | ratary | , S | tate | e Ro | ecc | ords | s Com | mittee | Signature: | | Date: | |
| Series # Superintendent's Office Superintendent's Office | | | | | | | | | | | | | | | _ | 4/8/19 | 985 |
| General Record Series Deleted - See County and Municipal General Schedule. O009-0000 General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program O050-0000 Juveniles in Need of Supervision (JINS) Program - Client File Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. O101-0000 General Record Series Deleted - See County and Municipal General General Record Series Deleted - See County and Municipal General | Record Series # | Record | Title and Description | | | | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Total Reten Period | etention tion | Minimum Period in | Disposition | 1 | Citation |
| Schedule. 0009-0000 General Record Series Deleted - See County and Municipal General Schedule. Juveniles in Need of Supervision (JINS) Program 0050-0000 Juveniles in Need of Supervision (JINS) Program - Client File - Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. 0101-0000 General Record Series Deleted - See County and Municipal General | | Supe | rintendent's Office | | | | | | | | | | | | | | |
| Schedule. Juveniles in Need of Supervision (JINS) Program Useniles in Need of Supervision (JINS) Program - Client File Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General General Record Series Deleted - See County and Municipal General | 0001-0000 | | | See County and Municipal Gen | eral | | | | | | | | | | | | |
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| Client File of individual residents including: admission forms and questionnaires, personal property records, furlough agreements, requests for temporary shelter care, and parental/guardian data. Records Administration General Record Series Deleted - See County and Municipal General Schedule. General Record Series Deleted - See County and Municipal General | | Juver | niles in Need of Supervisio | n (JINS) Program | | | | | | | | | | | | | |
| O100-0000 General Record Series Deleted - See County and Municipal General Schedule. O101-0000 General Record Series Deleted - See County and Municipal General | 0050-0000 | Client questi for ter | File of individual residents in ionnaires, personal property mporary shelter care, and pa | ncluding: admission forms and records, furlough agreements, | | iests | | | | | | After ju attains | uvenile | | Destroy | | |
| Schedule. O101-0000 General Record Series Deleted - See County and Municipal General | 0.100.000 | Reco | rds Administration | | | - | | | ı | | | | | Γ | <u> </u> | | |
| General Necola Series Deleted - See County and Manicipal General | 0100-0000 | | | See County and Municipal Gen | eral | | | | | | | | | | | | |
| | 0101-0000 | | | See County and Municipal Gen | eral | | | | | | | | | | | | |

| Records Re | Records Retention and Disposition Schedule | | y: C330000 | | | 00 | | Schedule: 001 | Pag | Page #:2 of 4 | |
|--------------------|--|---|------------|-----------------|-----------------|--------------|-----------------------------------|----------------------------------|---------|---------------|--|
| Record Series # | Record Title and Description | | Audit | Alternate Media | Archival Review | Vital Record | | d Minimun Period ir Agency | | Citation | |
| | Operations - Secretary's Office | | • | • | | | | | • | | |
| 0150-0000 | Hearing Results Adjudicator's copy: contains decision and results. | | | | | | 5 Yea | rs | Destroy | | |
| 0151-0000 | Visitor's Logs | | | | | | 5 Yea After f entry | | Destroy | | |
| 0152-0000 | Communication Sheets - Daily Activity Report | | | | | | 3 Yea | rs | Destroy | | |
| | Consists of a Daily Activity Report of a client living unit. | | | | | | | | | | |
| 0153-0000 | General Record Series Deleted - See County and Municipal General Schedule. | I | | | | | | | | | |
| 0157-0000 | General Record Series Deleted - See County and Municipal General Schedule. | I | | | | | | | | | |
| 0158-0000 | Daily Report of Operations | | | | | | 2 Yea | rs | Destroy | | |
| 0159-0000 | General Record Series Deleted - See County and Municipal General Schedule. | I | | | | | | | | | |
| 0160-0000 | Monthly Food Reports | | | | | | 3 Yea | rs | Destroy | | |
| 0161-0000 | Shift Reports | | Х | | | | 6 Yea | rs | Destroy | | |
| 0162-0000 | Incident Report File | | | | | | | | | | |
| 0162-0001 | Incident Report File - General | | | | | | 3 Yea | rs | Destroy | | |
| 0162-0002 | Incident Report File - Individual | | | | | | 3 Yea After j attains 18 | uvenile | Destroy | | |

| Records Retention and Disposition Schedule | | Agenc | y: (| C33 | 300 | 00 | | Sche | dule: 001 | | Page #:3 of 4 | |
|--|--|-------|-------|-----------------|-----------------|--------------|--------------|--|--------------------------------|--------------|---------------|--|
| Record Series # | Record Title and Description | | Audit | Alternate Media | Archival Review | Vital Record | Confidential | Retention Total Retention Period | Minimum Period in Agency | Disposition | Citation | |
| | Records | | | | | | | | | | | |
| 0200-0000 | Commitment of Juvenile | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0201-0000 | Court Disposition | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0202-0000 | Daily Census report | | | | | | | 2 Years | | Destroy | | |
| 0203-0000 | Disciplinary Action | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0204-0000 | Daily Report of Admissions and Discharges | | | | | | | 2 Years | | Destroy | | |
| 0205-0000 | Medical Sheet | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0206-0000 | Medical Treatment | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0207-0000 | Monthly Roster of all Persons Incarcerated But Not Yet Sentenced | | | | | | | 2 Years | | Destroy | | |
| 0208-0000 | Property Sheet | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0209-0000 | Request for Temporary Juvenile Detention | | | | | | | 3 Years After juvenile attains age 18 | | Destroy | | |
| 0210-0000 | Permanent Record Card | | | Х | | | | Permanent | | Retain at Ag | ency | |

^{*} P - Public, C - Confidential

| Records Retention and Disposition Schedule | | Agenc | cy: (| C33 | 300 | 00 | | Schedule: 001 | | Page #:4 of 4 | |
|--|------------------------------|-------|-------|-----------------|-----------------|--------------|--|---|-------------|---------------|--|
| Record Series # | Record Title and Description | | Audit | Alternate Media | Archival Review | Vital Record | | ention Policy Minimum Period in Agency | Disposition | Citation | |
| 0211-0000 | School Records | | | | | | 3 Years After juv attains a 18 | venile | Destroy | | |
| 0212-0000 | Escape Reports | | | | | | 3 Years After juv attains a 18 | /enile | Destroy | | |
| 0213-0000 | Medical History File | | | X | | | 10 Year After mo recent dischard age 23, whiched later | ge or | Destroy | | |