

# **RECORDS RETENTION AND DISPOSITION SCHEDULE**



## **PERMANENT JUDICIAL COMMISSION ON JUSTICE FOR CHILDREN**

**DIVISION OF COURT OPERATIONS  
OFFICE OF RECORDS MANAGEMENT**

**MARCH 2010**

# PLEASE NOTE

**A RECORDS DISPOSITION REQUEST FORM must be submitted and approved prior to the disposal of any records in accordance with the Records Retention and Disposition Schedules.**

Records Disposition Request Forms can be obtained at:

[http://www.nycourts.gov/admin/recordsmanagement/too\\_forms.shtml](http://www.nycourts.gov/admin/recordsmanagement/too_forms.shtml)

**Return all completed forms to:  
N.Y.S. Office of Court Administration  
Division of Court Operations  
Office of Records Management  
25 Beaver Street - Room 883  
New York, NY 10004  
TEL: 212- 428-2875  
FAX: 212- 428-2880  
E-mail: [DISPOREQ@courts.state.ny.us](mailto:DISPOREQ@courts.state.ny.us)**

**Please Note: This retention schedule is printed in a color format to facilitate identification of purgable records.**

**Color Codes for Record Series Numbers and Titles:**

**Red = Permanent Records**

**Green = Purgable Records**

**Orange = Both Permanent and Purgable Records**

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## RECORDS RETENTION AND DISPOSITION SCHEDULE

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>PJC - 010.</b>	<b>BRIEFING BOOKS (also known as COMMISSION'S MEETING MINUTE BOOKS)</b>	
	Official minutes, agendas and all supporting records of the Permanent Judicial Commission On Justice For Children's meetings.	<b>Retain permanently for research purposes.</b>
<b>PJC - 020.</b>	<b>CHILDREN'S CENTERS DATABASE SYSTEM FILES</b>	
	Compiled data on enrolled children used for monitoring and administering routine activities and services provided by Court-sponsored Children's Centers.	<b>Retain for three years after a child's attains eighteen years of age, then destroy.</b>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>PJC- 030.</b>	<p><b>CHILDREN'S CENTERS INTAKE FORMS</b>  <b>(also known as CHILDREN'S CENTER CONFIDENTIAL INFORMATION FORMS)</b></p> <p>Document used by parent(s) and guardian(s) to place their children in a Court-sponsored Children's Center. Information includes but is not limited to: parent's/guardian's name, address, home and emergency telephone numbers, social security number, relationship status to child; the court's location; date; County's name; name and signature of the authorized person to pickup child, time of pickup, children's name, age, gender, major health concerns, special needs, reason(s) for using services, and child's usual care arrangement(s).</p>	<p>Retain until information is entered into <b>CHILDREN'S CENTERS DATABASE SYSTEM FILES</b> and quality control is conducted, then destroy.</p>
<b>PJC - 040.</b>	<p><b>DATA ANALYSIS REPORTS</b></p> <p>Reports used for monitoring and improving the daily routine activities and/or operations of Court sponsored Children's Centers.</p>	<p>Retain until updated or until no longer needed, whichever is sooner, then destroy.</p>

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>PJC - 050.</b>	<b>INCIDENT/ACCIDENT REPORTS</b>	<b>Retain for three years or until the individual reaches twenty-one years old, whichever is later, then destroy.</b>
	<p>Copies of outside agency reports providing detailed accounts of unusual occurrences or accidents, involving enrolled children at Court sponsored Children's Centers. Information includes but is not limited to: date of occurrence; center's name and location; child's name, age, date of birth, gender; occurrence time and description, description of injury and treatment; recommended follow-up care; whether court or personnel intervention was necessary; name of adults present at center; name and care giver notified; name and signature of person completing the report; date signed.</p>	

<u>SERIES #</u>	<u>RECORD SERIES TITLE</u>	<u>RETENTION</u>
<b>PJC - 060.</b>	<p data-bbox="391 268 683 304"><b>SITE VISIT FORMS</b></p> <p data-bbox="391 346 857 1014">Record documenting inspections of Children's Centers to assure compliance with the Commission's safety standards and overall operational requirements. Information includes but is not limited to: name of children's center; date of visit; checklist for standards in operation, safety, health, nutrition, fire protection, cleanliness, facility maintenance, staffing and program activities; description of remedies for specific situation(s); signatures from center's staff and assistant coordinator(s).</p>	<p data-bbox="932 346 1427 493">Retain for three years after completion of inspection or after any violations are remedied, whichever is later, then destroy.</p>

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