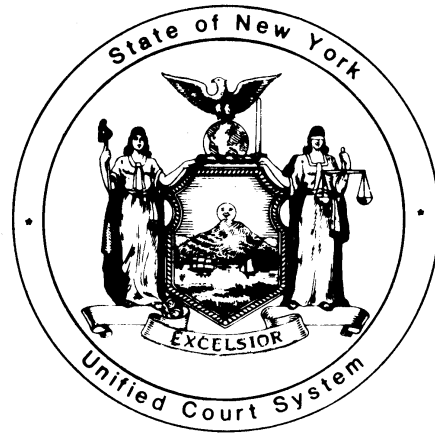


Records Retention and Disposition Schedule



Permanent Judicial Commission on Justice for Children

**Division of Professional and Court Services
Office of Records Management**

Revised September 2021

Procedures for Requesting Disposition Authorization

You must submit a Records Disposition Request Form and receive approval from our office before disposing of **any** records.

You can access a copy of the Records Disposition Request Forms at the following link:

<http://ww2.nycourts.gov/sites/default/files/document/files/2020-12/RDR-fillable20201208.pdf>

Return all completed forms, by mail, fax, or email to one of the following:

NYS Office of Court Administration
Division of Professional and Court Services
Office of Records Management
25 Beaver Street, 7th Floor
New York, NY 10004

Fax: 212-428-2880

E-mail: DISPOREQ@nycourts.gov

You can reach us by phone at 212-428-2875.

This retention schedule is printed with color to help you identify whether a series or sub-series of records is or will be eligible for destruction. The guide below explains the color-coding.

Red: Permanent Records

A records series title and number in red indicate records must be retained permanently.

Green: Non-Permanent Records

A records series title and number in green indicate records are eligible for destruction.

Orange: Both Permanent and Non-Permanent Records

A records series title and number in orange indicate the records series includes permanent and non-permanent records. Be especially careful when reviewing records in this category.

Table of Contents

Briefing Books (also known as Commission’s Meeting Minute Books)	4
Children’s Centers Database System Files.....	4
Children’s Centers Intake Forms (also known as Children’s Centers Confidential Information Forms)	4
Data Analysis Reports.....	4
Incident/Accident Reports.....	5
Site Visit Forms	5

Permanent Judicial Commission on Justice for Children

- PJC-010 Briefing Books (also known as Commission’s Meeting Minute Books)**
Official minutes, agendas, and all supporting records of the Permanent Judicial Commission on Justice for Children’s meetings.
Retain permanently for research purposes.
- PJC-020 Children’s Centers Database System Files**
Compiled data on enrolled children used for monitoring and administering routine activities and services provided by Court-Sponsored Children’s Centers.
Retain for three years after child attains eighteen years of age, then destroy.
- PJC-030 Children’s Centers Intake Forms (also known as Children’s Centers Confidential Information Forms)**
Document used by parents and guardians 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 person authorized to pick up 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).
Retain until information is entered into Children’s Centers Database System Files and quality control is conducted, then destroy.
- PJC-040 Data Analysis Reports**
Reports used for monitoring and improving the daily routine activities and/or operations of Court-Sponsored Children’s Centers.
Retain until updated or no longer needed, whichever is sooner, then destroy.

PJC-050 Incident/Accident Reports

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; names of adults present at center; name and caregiver notified; name and signature or person completing the report; and date signed.

Retain for three years or until the individual reaches twenty-one years of age, whichever is later, then destroy.

PJC-060 Site Visit Forms

Records 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 situations; and signatures from center's staff and assistant coordinators.

Retain for three years after completion of inspection or after any violations are remedied, whichever is later, then destroy.