

## **XXV. RECORDS MANAGEMENT**

**A. Code Sections: O.C.G.A. §50-18-90 et. seq.**

**B. Uniform Juvenile Court Rule 3.1**

**C. Procedure**

1. Common Records Retention Schedules for Courts. Rule 3.1 establishes that the Juvenile Courts shall preserve records in accordance with records retention schedules established by the State Records Committee and the Administrative Office of the Courts. The following rules have been established:

### **DOCKET BOOKS**

File cut off date is when the last entry is made. Transfer to local holding area is then permitted. Hold the record for 28 years from the end of the calendar year of last entry.

### **MINUTE BOOK**

Individual case files now serve as minutes.

### **TRUST FINANCIAL FILES**

Includes documents relating to financial transactions regarding individuals over whom the court assumed guardianship/trust responsibility.

Cut off date is at the expiration of trusteeship. Transfer to records center or off site holding area is authorized after one year. May be destroyed after 20 years.

### **REPORTER'S NOTES AND FILES**

Includes documents relating to verbatim recording of oral proceedings as well as tapes and other recording media.

Cut off date of file is at the end of the calendar year. Transfer to records center or off site holding area is authorized after two months. May be destroyed two years after that.

### **LEGITIMATION CASES AND TERMINATION OF PARENTAL RIGHTS CASE FILES**

Cut off date of file is at the end of the calendar year. Hold permanently.

### **INDIVIDUAL CASE FILES, EXCLUDING LEGITIMATION AND TERMINATION OF PARENTAL RIGHTS**

Includes complaints, petitions, court orders, summonses, rights forms, notices of appeal, publications, applications for publication, data sheets, social histories, investigative reports, supervision summaries, court copies of police reports, evaluations, detention reports, correspondence and transcripts.

Cut off date of the file is at the end of the calendar year. Hold files in the current files area for one year after disposition. Hold for 28 years from the end of the calendar year in which the child was born, OR hold for 15 years from the end of the calendar year of the date of the last entry.

## NON-APPEALED TRANSCRIPTS OF COURT PROCEEDING FILES

Transcripts are to be filed in the juvenile's case file.

## COURT CALENDARS

Cut off at the end of the calendar year, hold for one year.

## TRAFFIC CASE FILES

Cut off at the end of the calendar year, hold for six years.

## PARENTAL NOTIFICATION OF ABORTION CASE FILES

Cut off file upon decision of court or the granting of a petition without such a decision, then hold for 90 days.

## CASE FILES OF JUVENILES ON PROBATION OR SUPERVISION WITH THE COURT

Hold until the juvenile reaches age 17 OR until probation or supervision is terminated, whichever is later.

## FILES AND RECORDS OF JUVENILE COURT ADMINISTERED PROGRAMS

Cut off at the end of the calendar year. Hold in current files area for two years from the date of creation (if federal monies are involved, longer retention may be required).

## CARBON COPIES OF JUVENILE COURT DOCKET SHEETS

Rule 3.2(b), as amended in 1996, removed the requirement for the carbon copies of Docket Sheets.

## COURT RECORDS DESTRUCTION NOTICE AND CERTIFICATION FILE

Includes documents relating notification of pending records destruction and certifications of destruction.

Cut off is at the end of the calendar year. Court Copies: to be held in current files area for ten years and then destroyed.

## COURT RECORDS TRANSMITTAL AND RECEIPT FILE

Includes documents relating to transferring records to a local county records center.

Cut off is at the end of the calendar year. Documents are to be held in the current files area for ten years and then destroyed.

## COURT BUDGET WORKING PAPERS FILE

Cut off is recommended at the end of the fiscal year. Hold in current files area for two years and then destroy.

## COURT PROCUREMENT FILE

Includes documents relating to the procurement of goods, equipment, supplies and services.

Recommended cut off is at the end of each fiscal year. Hold in current files two years and then destroy.

2. Citizen review panel records. All findings, reports, documents, recommendations, and other records created for or by citizen review panels constituted pursuant to O.C.G.A. §15-11-58, other than records which are part of a child's court record as defined in Rule 3.2, shall be maintained by the Court as citizen review panel records. With respect to each child, these citizen review panel records may be destroyed by the Court after two years have elapsed since the date of the most recent record pertaining to that child or after the child becomes 18 years of age, whichever occurs first. Rule 3.10.
3. Records shared among Juvenile Courts under Uniform Rule 3.9. Case Histories of juveniles may be shared among juvenile courts (so long as they are not for investigative purposes). However, Rule 3.9 provides that all juvenile prior histories shall be destroyed within six months after a child reaches age 25.

Note: A copy of a publication titled "Common Records Retention Schedules for Courts" is published by the Office of the Secretary of State, Department of Archives and History and the Administrative Office of the Courts.