



Administrative Office of the Courts

Records Retention Schedule

Prepared by the State Records Branch
Public Records Division
Approved by the State Archives and Records Commission



RECORDS RETENTION SCHEDULE

Signature Page

Court of Justice
Agency

March 2000
Schedule Date

Administrative Office of the Courts
Unit Juvenile Services

Change Date
3/9/2000
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

[Signature]
Agency Head

March 3, 2000
Date of Approval

[Signature]
Agency Records Officer

March 3, 2000
Date of Approval

[Signature]
State Archivist and Records Administrator
Director, Public Records Division

3/1/2000
Date of Approval

[Signature]
Chairman, State Archives and Records Commission

3/9/00
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

[Signature]
Records Analyst/Regional Administrator

2/29/2000
Date of Approval

[Signature]
Appraisal Archivist

3/1/2000
Date of Approval

[Signature]
State/Local Records Branch Manager

3/1/2000
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

**STATE AGENCY RECORDS
 RETENTION SCHEDULE**

Court of Justice
 Administrative Office of the Courts
 Juvenile Services
 Court Designated Workers/Central Office

**Record Group
 Number**

Series	Records Title and Description	Function and Use
03486	Court Designated Workers' Diversion Agreement Log	This series contains information necessary for the Juvenile Services Division to obtain statistical data pertaining to agreements. It records the type of diversion agreement (voluntarily entered into by the juvenile) and if the agreement was/was not successfully completed.
	Access Restrictions	KRS 630.060
	Contents	Series contains: Case referral number, child's name, sex, race, age, offense, offense code, diversion conditions, diversion agreements, restitution amounts, restitution paid community work service hours, community work service hours completed, diversion agreement date, date of final action
	Retention and Disposition	Transfer to the State Records Center

STATE AGENCY RECORDS RETENTION SCHEDULE

Court of Justice
Administrative Office of the Courts
Juvenile Services
Court Designated Workers/Local Office

Record Group
Number

Series	Records Title and Description	Function and Use
03481	Juvenile Case Record (V)	This series documents efforts to resolve charges brought against juveniles without a formal court hearing. Resolution of charges is usually accomplished through a diversion agreement, which is a formal statement of conditions which the juvenile must meet. The agreement is between a Court Designated Worker (CDW), the complainant and the juvenile. If the juvenile fails to satisfy the terms of the diversion agreement within six months, a formal court appearance is required. All information gathered by the CDW in the diversion agreement process is incorporated into the case file, which is maintained to help monitor activities of the juvenile until the work of the CDW has ceased. As required by KRS 600.645, Kentucky's Unified Juvenile Code, a statewide Court Designated Worker Program was created July 1, 1987, under the direction of the Juvenile Services Division, Administrative Office of the Courts. *NOTE: Agency dates may vary from County to County due to Records Management Programs.
	Access Restrictions	KRS 630.060
	Contents	Series contains: juvenile complaint /petition, order to take juvenile into custody, per-adjudicative detention criteria, promise to appear in juvenile proceedings, waiver of special review - public offense, preliminary notices, preliminary inquiry interview summary, preliminary inquiry formal/informal processing criteria and recommendations, release of information, public offense recommendation to county attorney, notice of right to special review, notice regarding a conference for a public/status offense, diversion agreement, unsuccessful diversion agreement, prior record
	Retention and Disposition	Destroy after child reaches 20 years of age, and audit
03482	Tracking Card File (V)	This card is utilized to monitor informal appearances in the court designated worker process, formal court hearings and tracking the responsiveness for completing the diversion agreement concepts. Each court designated worker has tracking cards related to his/her case records to assist in locating case records.
	Access Restrictions	KRS 630.060
	Contents	Series contains: Child's name, court designated worker referral number, child's address, child's telephone number, custody order date, offense, preliminary intake inquiry date, conference date, ending date to request special review, special review date, diversion agreement ends, unsuccessful diversion conference date, comments, date of formal court hearing, formal court hearing, appearance
	Retention and Disposition	Destroy when Juvenile Case Record (03481) is destroyed