

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u>  115.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 5A-8-1 and 49-2-903; 148CSR12, 148CSR13; Prison Rape Elimination Act (PREA), §§115.371 and 115.389		
<u>SUBJECT:</u> Records Management Program			
<u>DATE:</u> January 1, 2016			

PURPOSE

The Division of Juvenile Services shall maintain a system of record retention for all documentation and a disposition schedule for those records.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' departments, facilities, centers, and offices.

DEFINITIONS

1. **FOIA Request:** A request for public records in the custody of the Division of Juvenile Services pursuant to the Freedom of Information Act.
2. **Record:** Any document, book, paper, photograph, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Records shall also include all computer entries, emails, computer files, electronic images or other information stored on any computer maintained by the Division of Juvenile Services.
3. **Records Management Officer:** The individual staff member designated in writing by the Division Director responsible for the overall management of DJS records, including the review of retention schedules and the transfer of records to the State Archives or the Records Center.

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4. **Record Series**: Documents or records having similar physical characteristics or relating to a similar function or activity that are filed in a unified arrangement (i.e., Case Records, Health Records, Personnel Records).
5. **Transitory Messages**: Messages which include the following: unsolicited and junk emails not related to DJS work, listserv and other email broadcast lists that require subscription (including newspapers), reminders for meetings and events and personal non-work related emails received by employees, which do not need to be retained.

PROCEDURES

1. The West Virginia Division of Juvenile Services shall have formal procedures for management, storage and disposal of all its records regardless of media format in accordance with the guidelines set forth by the West Virginia Department of Administration and the West Virginia Division of Culture and History.
2. The Division will maintain records based on administrative needs, audits, legal requirements and program requirements.
3. Retention schedules are designed to establish a specific length of time that the Division must maintain records and documents to meet administrative, fiscal or legal requirements.
4. The Retention Schedule (Attachment #1) represents the approved life cycle of the record series. The life cycle will begin with the creation of the record series during normal business operations and will end with final disposition, which may be destruction or permanent retention.
5. Records will not be disposed of without the approval of the Records Management Officer, in conjunction with the State Records Administrator and the Director of the West Virginia State Archives.
6. Electronic records will be maintained in accordance with the Retention Schedule.
7. Records that are the subject of a pending or imminent discovery request, subpoena, litigation, or FOIA Request will not be transferred or destroyed.
8. Division Employees Shall:
 - a. Retain all records necessary or appropriate to maintain an accurate knowledge of their official activities.

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- b. Make and maintain documentation of the division, including; policies, procedures, and essential transactions of the division designed to furnish information to protect the rights of the state and of the person directly affected by the division's activities.

9. Storage of Inactive Records:

- a. Confidential records such as personnel files and juvenile medical/mental health records will be secured in a locked area and clearly marked "confidential."
- b. Health records for employees will be stored separately in a locked area and clearly marked "confidential."

10. Retention of Electronic Mail:

- a. The primary purpose of electronic mail is to send and receive messages which assist employees in fulfilling their job duties and responsibilities. An email message within the DJS email system is the property of DJS.
- b. Retention of email must be based on content, not on media type or storage limitation.
- c. There is no retention requirement for transitory messages. Employees receiving such communications may delete them immediately without obtaining approval from the state archives.
- d. It is advisable to save the one email that contains an entire string of messages rather than each individual email pertaining to the same subject. It is acceptable for employees to retain emails that they have been copied on even though they are not the custodian of the emails.

11. Destruction of Records: Records will be destroyed in accordance with the Retention Schedule.

- a. The requesting staff member will identify records to be destroyed and prepare such records for destruction by completing the DJS Request for Record Destruction form (Attachment #2) and submitting it to the Records Management Officer for approval.
- b. The Records Management Officer will complete their section of the DJS Request for Record Destruction Form.

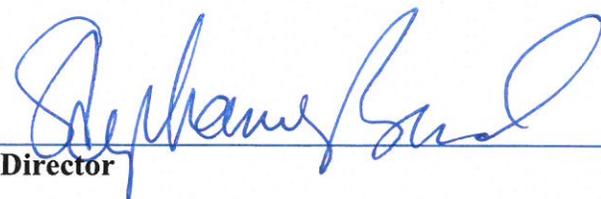
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- c. The Records Management Officer will then complete the Division of Culture and History – Request for Records Destruction Form (<http://www.wvculture.org/history/rmpb/adrform.pdf>) and send it to the WV State Archives office for approval.
 - d. The Records Management Officer will return the completed DJS Request for Records Destruction Form to the requesting employee once approval for destruction has been granted by the WV State Archives office and the State Records Administrator.
 - e. Once records are destroyed, the requesting employee will return the completed DJS Request for Records Destruction Form to the Records Management Officer.
12. Confidential records must be destroyed in such a manner that they cannot be read, interpreted or reconstructed. Confidential records will be destroyed by shredding the documents on-site, burning the records, or through a document destruction service. Confidential records will not be destroyed by any means other than those listed in this subsection.
13. Prison Rape Elimination Act Administrative and Criminal investigation reports shall be retained for as long as the alleged abuser is incarcerated or employed by the agency, plus five (5) years. Sexual abuse data collected annually, as required, shall be retained for at least ten (10) years after the initial collection.
14. This policy will be adopted in its entirety and the facility will not create an operational procedure.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



 Director Date 11/1/16

Record Series # Name/Title of Record Series

Central Office

Facilities

WV DIVISION OF JUVENILE SERVICES
 MASTER RECORDS RETENTION AND DESTRUCTION SCHEDULE

Record Series #	Name/Title of Record Series	Central Office	Facilities	Length of Retention
Administrative				
DJS-101	Annual Reports:	Permanent	N/A	
DJS-102	Correspondence: Electronic & Hard Copies	5 years	5 years	
DJS-103	Incident Reports Internal Investigations	Permanent	Permanent	
DJS-104	PREA annual data documentation	20 years after resolution	N/A	
DJS-105	Legislation	10 years	10 years	
DJS-106	Memorandums & Directives: Historical Copy Facility Operational Procedures	20 years after implementation	20 years after implementation	
	Current	Permanent	N/A	
	Superseded	N/A	N/A	
	Policy Directives	N/A	N/A	
	Current	Permanently in Director's Office	Permanently in Superintendent's/Director's Office	
	Superseded	Permanently in Director's Office	Permanently in Superintendent's/Director's Office	
DJS-107	Staff & Administrative Notices Records Management Reports Records Retention & Disposal Schedules	3 years	7 years in Superintendent's/Director's Office	
DJS-108	Records Disposal Logs Facility Audits	Permanent	Permanent	
		Permanent	Permanent	
		7 years	7 years	
Construction				
DJS-201	Buildings/Land Blueprints - All Institutions Capital Improvements Deeds & Abstracts Maps & Charts Plans as built and specs Correspondence	Permanent	Permanent	
DJS-202	Correspondence	Permanent	Permanent	
Finance				
DJS-301	Audits - Legislative/Federal/External	Permanent	Permanent	
DJS-302	Budget Documents, Requests, & Expenditure Schedules	10 Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first	
DJS-303	Contracts & Supporting Documents	5 years after end of contract	5 years after end of contract	
DJS-304	Correspondence	5 years	5 years	
DJS-305	Deposits - Treasurer's Office	5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first	
DJS-306	GAAP report	5 years	5 years	
DJS-307	Leases Fleet Other	5 years after end of lease	5 years after end of lease	
DJS-308	P-card documentation	5 years after end of lease	5 years after end of lease	
DJS-309	Payables	3 Fiscal Years	3 Fiscal Years	
DJS-310	Purchasing Documents	7 Fiscal Years or until Legislative Audit, whichever is first	7 Fiscal Years or until Legislative Audit, whichever is first	
DJS-311	Travel Expense Documents	7 Fiscal Years or until Legislative Audit, whichever is first	7 Fiscal Years or until Legislative Audit, whichever is first	

WV DIVISION OF JUVENILE SERVICES
 MASTER RECORDS RETENTION AND DESTRUCTION SCHEDULE

Central Office

Length of Retention

Facilities

Record Series #	Name/Title of Record Series	Central Office	Length of Retention	Facilities
DJS-401	Correspondence	5 years	5 years	
DJS-402	Resident Benefit Fund: Contracts Deposit Slips Financial Reports Invoices Purchasing Documents Trustee Accounts:	N/A N/A N/A N/A N/A N/A	5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first
DJS-403	Cancelled Checks, Check Stubs, Deposit Slips, Bank Statements Checks/Monies Received by Residents (Daily Log, Memo Slips, Receipts) General Ledger Payroll/Compensation Records - Residents Transfers - resident accounts Trustee Account Reports	N/A N/A N/A N/A 5 Fiscal Years or until Legislative Audit, whichever is first N/A N/A	5 Fiscal Years or until Legislative Audit, whichever is first Permanent 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first Permanent	5 Fiscal Years or until Legislative Audit, whichever is first Permanent 5 Fiscal Years or until Legislative Audit, whichever is first 5 Fiscal Years or until Legislative Audit, whichever is first Permanent

Record Series #	Name/Title of Record Series	Central Office	Length of Retention	Facilities
DJS-501	Applications for Employment (Applicant not hired)	3 years after job posting closes	3 years after job posting closes	
DJS-502	Affirmative Action Program	3 years	1 year	
DJS-503	Civil Service Registers & Job Postings	3 years after job posting closes	3 years after job posting closes	
DJS-504	Correspondence	5 years	5 years	
DJS-505	EEO Complaints	5 years after resolution	N/A	
DJS-506	Grievances	5 years after resolution	N/A	
DJS-507	Medical Records	3 years after termination of employment	3 years after termination of employment	
DJS-508	Personnel Files (Active & Inactive)	75 years from date of employment	75 years from date of employment	
DJS-509	Vacancy Report - Monthly	3 years	3 years	
DJS-510	Unemployment Records	5 years after settlement	5 years after settlement	
DJS-511	Worker's Compensation Records	5 years after settlement	5 years after settlement	

Record Series #	Name/Title of Record Series	Central Office	Length of Retention	Facilities
DJS-601	Correspondence	5 years	5 years	
DJS-602	Fixed Assets	3 years after retirement	3 years after retirement	
DJS-603	Supplies Annual Reports Quarterly Reports WV-103	5 years 5 years 5 years 5 years	5 years 5 years 5 years 5 years	
DJS-701	Correspondence	5 years	5 years	
DJS-702	Freedom of Information Act (FOIA) Records	5 years	N/A	
DJS-703	Litigation Case Files	20 years	N/A	

Record Series # Name/Title of Record Series

**WV DIVISION OF JUVENILE SERVICES
MASTER RECORDS RETENTION AND DESTRUCTION SCHEDULE**

Central Office

Length of Retention

Facilities

Operations

DJS-801	Board of Risk and Insurance Management Inspections	3 years	3 years
DJS-802	Child Nutrition Reports	5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-803	Correspondence	5 years	5 years
DJS-804	Equipment Manuals & Warranties	Life of Equipment	Life of Equipment
DJS-805	Fire Marshals Inspections Reports (Incl. fire drills & safety reports)	5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-806	Fleet:		
	Accident Reports	5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first
	Mileage Log	3 years	1 year
	Gasoline/Oil Report	N/A	1 year
	Vehicle Sign In/Out Sheet	N/A	1 year
DJS-807	Food Reports - Monthly	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-808	Food Requisitions from Dining Room	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-809	Health Dept. Inspection Reports	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-810	Laundry Reports	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-811	Meal Cost Sheets	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-812	Menus - Facilities	N/A	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-813	Telephone Register/Reports	5 Fiscal Years or until Legislative Audit, whichever is first	5 Fiscal Years or until Legislative Audit, whichever is first
DJS-814	Water Quality Testing Reports	N/A	1 year

Payroll

DJS-901	Annual/Sick Leave Records	7 years	7 years
DJS-902	Employee Payroll/Deduction File	75 years after date of employment	75 years after date of employment
DJS-903	Correspondence	75 years after date of employment	75 years after date of employment
DJS-904	Payroll Ledger - FIMS cover sheet, employee listing, overtime records	7 years	7 years
	Reports:		
	Accumulated Leave	7 years	7 years
	Federal & State Tax	7 years	7 years
	Medicare/Social Security	7 years	7 years
	Public Employees Insurance	7 years	7 years
	Public Employees Retirement	7 years	7 years
DJS-905	Time Sheets/Time Cards/Shift Logs	7 years	7 years

Programs

DJS-1001	Correspondence	5 years	5 years
DJS-1002	Federal Grants & Programs:		
	Applications, Correspondence, Narratives, Reports, etc.	7 yrs after end of grant	7 yrs after end of grant
DJS-1003	Work Assignment Records/Daily Activity Log	N/A	5 years
DJS-1004	Work Crew File - Cadets	N/A	5 years
DJS-1005	Work Schedules	N/A	1 year

Resident Records

DJS-1101	Case Histories	Permanent	Permanent
DJS-1102	Correspondence	5 years	5 years
DJS-1103	Escape File/Log	Permanent	Permanent
DJS-1104	Population Reports		
	Annual Reports	5 years	N/A
	Daily/Weekly/Monthly	1 year	1 year

Record Series # Name/Title of Record Series

**WV DIVISION OF JUVENILE SERVICES
MASTER RECORDS RETENTION AND DESTRUCTION SCHEDULE**

Central Office

Length of Retention

Facilities

Record Series #	Name/Title of Record Series	Length of Retention	Facilities
DJS-1201	Security Security Logs Control Center Sign In/Out Sheet Pass down/Activity Logs Chemical & Cabinet Distribution Log Radio Checks	N/A 1 year 1 year 1 year after consumption of chemical	
DJS-1202	Radio Check Log Radio Control Checkout Sheet Monthly Radio Status Report Inspections	N/A N/A N/A N/A	
DJS-1203	Daily Inspections Weekly Inspections Tool Control	N/A N/A N/A	
DJS-1204	Tool Receiving Report Master Tool Inventory Weekly Tool Inventory Tool Control Monthly Report Tool Control Issuance Sheet Tool Disposal Report Post Order Forms	N/A N/A N/A N/A N/A N/A N/A	
DJS-1205	Post Order Review Sheet Count Sheets Check Door Control Count Sheet Control Center Count Sheet Daily Resident Count Sheets Master Count Sheet	N/A N/A N/A N/A N/A N/A	
DJS-1206	Key Reports Key Status Report Monthly Lock Shop Inventory Emergency Key Checkout Form Transportation Weekly Resident Trip Schedule Monthly Transportation Report Cell Inspections Security Cell Inspections Evidence/Property Seizure Receipt Visitor Forms Visiting Questionnaire	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	
DJS-1207			
DJS-1208			
DJS-1209			
DJS-1210			
Training			
DJS-1301	Staff Training Records Administration Records	3 years after termination of employment	
DJS-1302	Lesson Plans	Until superseded + 2 years	

**State of West Virginia
 Department of Military Affairs and Public Safety
 Division of Juvenile Services**

Request for Record Destruction

Facility/Office of Origin:	
Prepared By:	
Record Series Title:	
Inclusive Years:	
Description/Comments:	
To be Completed by the Records Management Officer	
Date Received:	Date Sent to Archives:
Record Number:	
Date Authorized for Destruction:	
Date Available for Destruction:	
Signature:	
To be Completed by the Requesting Employee	
Date Received:	
Actual Destruction Date:	
Signature and Date:	

Please Return Form to the Records Management Officer
 after Record Destruction

Request for Record Destruction Form