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**DESTRUCTION OF RECORDS
for
JUVENILE INSTITUTIONS**

Series Title:	STUDENT FILES (MASTER FILES)
Series Description:	Documents relating to student cumulative records. Included are personal data sheets, summons and court orders, education plans achievement test results, psychological data, incidents on campus, and movement and progress reports.
File Arrangement:	Alphabetically by student name
Cut-off:	Continue
Hold in Current:	5 years
Other Instructions:	Maintain cumulative record permanently. Destroy remaining file contents 5 years after student leaves Columbia or Oakley. Permission to destroy student master files must be granted from the judge to committing county.
Series Title:	BIDS
Series Description:	Documents relating to bids on groceries for ninety days.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in Current:	1 year
Other Instructions:	Transfer to inactive files and maintain 2 years, then destroy
Series Title:	FARM RECORDS
Series Description:	Documents relating to accounting records, soil testing records, inventory records, and records of crops raised.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in "Current:	No
Other Instruction:	To Archives
Series Title:	INVENTORY RECORDS
Series Description:	Document relating to inventory records on janitorial supplies.
File Arrangement:	Chronologically
Cut-off:	Fiscal
Hold in Current:	3 years
Other Instructions:	After release of audit, the destroy.

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Series Title: SCHOOL LUNCH PROGRAM
Series Description: Documents relating to form SFS-4 monthly reports submitted to the Department of Education for reimbursement. Included are number of meals served
File Arrangement: Chronologically
Cut-off: Fiscal
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: DENTAL RECORDS
Series Description: Documents relating to dental treatment of students. Included are tooth charts, x-rays, problem lists and initial plans.
File Arrangements: Alphabetically by student
Cut-off: Continue
Hold in Current: No
Other Instructions: Until inactive. Permanently microfilming is recommended.

Series Title: ADMINISTRATOR'S CORRESPONDENCE
Series Description: Documents relating to general correspondence. Included are memos to staff' reprimand.
Hold in Current: 2 years
Other Instructions: Purge every 2 years, then destroy as needed.

Series Title: CLASS ROLL BOOKS
Series Description: Documents relating to placemen area. Included are daily attendance record, demographic data, and monthly compilation of attendance.
File Arrangement: Alphabetically by student
Cut-off: Calendar
Hold in Current: 3 years
Other Instructions: Then destroy

Series Title: PLACEMENT REPORTS
Series Description: Documents relating to vocational placement. Included are area of placement, name, age, and date of birth.
File Arrangement: Alphabetically by student
Cut-off: School
Hold in Current: 3 years
Other Instructions: Then destroy

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Series Title: DISASTER DRILL REPORT
Series Description: Documents relating to reports on disaster drills. Included are time, date, and length of time of drill.
File Arrangement: Chronologically by month
Cut-off: Calendar
Hold in Current: 1 year
Other Instructions: 1 year after drill, then destroy.

Series Title: MEDICATION FILES (LOG)
Series Description: Documents relating to medication ordered by doctor or nurse. Included are logs kept by Columbia officials which indicate medicine given, time given, and by whom given.
File Arrangement: Chronologically by day
Cut-off: Calendar
Hold in Current: 1 year
Other Instructions: Transfer to inactive files and hold until youngest child on log page reaches 28 years of age, then destroy.

Series Title: TELEPHONE CALL LOGS
Series Description: Documents relating to phone calls. Included are listing of phone calls made by students and listing of long distance calls made by the staff.
File Arrangement: Chronologically by arrival date
Cut-off: School
Hold in Current: 1 year
Other Instructions: 1 year after call is made, then destroy.

Series Title: VISITOR'S LOG
Series Description: Documents relating to visitors to campus. Included are name, address, social security number, car make and model, tag number, and length of visit.
File Arrangement: Chronologically by arrival date.
Cut-off: School
Hold in Current: 1 year
Other Instructions: 1 year after call is made, then destroy.

Series Title: MEDICAL FILES
Series Description: Documents relating to medical treatment. Included are immunization records, physical testing results, and requests from Campus for a nurse.

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Series Title: **MEDICAL FILES (Continued)**
File Arrangement: Alphabetically by student
Cut-off: Continue
Hold in Current: 5 years
Other Instructions: Transfer to inactive files and hold until child reaches 28 years of age, then destroy.

Series Title: **REQUISITION FOR ISSUANCE OF WARRANT**
Series Description: Issuance of Auditor's disbursement warrant for goods received or services rendered for the state.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **REQUEST FOR AUDITOR'S RECEIPT WARRANT**
Series Description: Application for Auditor's Receipt Warrant and State Treasurer's Receipt.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **PURCHASE ORDERS - FORM 09.20.12**
Series Description: Purchase orders and purchase order adjustments.
Hold in Current: 3 years
Other Instructions: After release of audit, then destroy.

Series Title: **GENERAL LEDGERS**
Series Description: Postings to GAAP fund types and account groups.
Hold in Current: 3 years
Others Instructions: After release of audit, then destroy.

Series Title: **REQUEST FOR AUTHORITY TO PURCHASE (P-1's)**
Series Description: These documents may be found in agencies requiring in-agency approval prior to issuing a purchase order. They generally will contain description of item, quantity, vendor, catalog number, and price.
Hold in Current: 1 year
Other Instructions: Then destroy

Series Title: **PERSONNEL FILES - ACTIVE**
Series Description: Included are application for employment, personnel data summary,

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Series Title: **PERSONNEL FILES - ACTIVE (Continued)**
attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction date, bond, training records, etc.

Hold in Current: Until employee is separated.

Other Instructions: Transfer to **PERSONNEL FILES - SEPARATED EMPLOYEES**. Active personnel files may be routinely purged of the following material 3 years after receipt: Request for Leave, Cumulative Leave Records, and Performance Evaluations.

Series Title: **PERSONNEL FILES - SEPARATED EMPLOYEES**

Series Description: Included are application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline records, letters of commendation, notice of separation/resignation, payroll deduction data, bond, training records, other records relating to an individual's employment.

Other Instruction: Personnel files may be destroyed after 6 years provided personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. This information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. **NOTE:** Personnel files for separated employees may be transferred to the State Records Center must contain certification from the agency that personnel summary data has been prepared for all files data prior to 1978.

Series Title: **GENERAL ADMINISTRATIVE FILES - PERSONNEL OFFICE**

Series Description: Included are Certificate of Eligibles, job applications (unsuccessful), employee count printouts, requests for certificate of eligibles, performance evaluations due, manpower projections, and occupational analysis.

Hold in Current: 3 years

Other Instructions: Then destroy

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Series Title: REQUEST FOR LEAVE
Series Description: Employee's personal and medical leave.
Hold in Current: 3 years
Other Instructions: Then destroy

Series Title: COMMUNIQUE FILES
Series Description: Documents relating to employee reprimands, letters of warning, employees incidents, and memos signed by employees. Included are in-service training records.
File Arrangement: Alphabetically
Cut-off: Continue
Other Instructions: Hold in current files area indefinitely after employee terminates employment.

Series Title: INVOICES
Series Description: Documents relating to purchase invoices of equipment.
File Arrangement: Chronologically
Cut-off: Continue
Hold in Current: No
Other Instructions: Destroy after equipment is deleted.

Series Title: CORRESPONDENCE
Series Description: Documents relating to correspondence pertaining to daily operations of school. Included are memos.
File Arrangement: Alphabetically by subject
Hold in Current: No
Other Instructions: Purge unnecessary material every 3 years. Material not purged after 3 years, keep in file as long as needed, then destroy.

Series Title: IN-SERVICE FILES
Series Description: Documents relating to continuing education and training seminars of employees.
File Arrangement: Alphabetically by employee
Cut-off: Fiscal
Hold in Current: 1 year
Other Instructions: Transfer to Communique Files.