



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES</p>		<p>POLICY NUMBER 1.5.H.13</p>	<p>PAGE NUMBER 1 OF 2</p>
		<p>DISTRIBUTION: Public</p>	
		<p>SUBJECT: Records Retention - Juvenile Services</p>	
<p>RELATED STANDARDS:</p>	<p>None</p>	<p>EFFECTIVE DATE: June 15, 2023</p>	
		<p>SUPERSESSION: 03/09/2021</p>	
<p>DESCRIPTION: Case Records</p>	<p>REVIEW MONTH: June</p>	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) Juvenile Services to efficiently manage juvenile records in accordance with South Dakota records retention policy.

II. PURPOSE

The purpose of this policy is to ensure that Juvenile Community Corrections shall maintain an accurate written account of the services and supervision that juvenile offenders receive while under the guardianship of the Department of Corrections.

III. DEFINITIONS

Juvenile Community Corrections Archived File Room:

A space at the Rapid City field office designated to hold the discharged files for Juvenile Community Corrections.

IV. PROCEDURES

1. Overview:

- A. The juvenile case file shall be maintained by the juvenile corrections agent (JCA).
- B. Upon receipt of the discharge order signed by the secretary of corrections (SOC), the case shall be closed and filed in the inactive files in the field office.
- C. The file shall be retained in the designated location in the field office for two (2) years after discharge. Following this date, files shall be pulled and placed in a large manila clasp envelope, labeled with the last name, first name, date of birth, discharge date, burn date, JCA, and number of file envelopes. Files shall be packaged in alphabetical order, placed in an authorized storage box to be transported to the Juvenile Community Corrections Archived File Room. All files contained in the manila envelope should be clearly identified on a form attached to the end of each box identifying the field office, juvenile names, and date of birth. An email, including the spreadsheet that contains the last name, first name and date of birth for enclosed offenders must be sent to the designated support staff notifying of the pending transfer of files and expected delivery date.

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- D. Files will be retained in the Juvenile Community Corrections Archived File Room until the juvenile reaches the age of twenty-six (26), at which time they will be destroyed.
- E. Comprehensive Offender Management System (COMS) contains an “Archive Date JCA File” field in the personal information screen. Community support staff will enter the date the archived file is sent to the Juvenile Community Corrections Archived File room.

In the event a file needs to be retrieved from the Community Corrections Archived File Room, the JCA or Community Support Staff will contact designated support staff to request retrieval.

- F. Sealed Juvenile Records - Upon receipt of a court order to seal juvenile records, community support staff shall pull offender’s file and attach a copy of the court order. The court order should be taped to the front cover of the file. The JCA or community support staff should send a copy of the court order to the director of Juvenile Services or his/her designee who will seal the offender record in COMS.
 - 1. Providing no litigation is pending, designated files for offenders who have reached age twenty-six (26) will be destroyed quarterly or as otherwise determined by designated support staff for the records of the previous year

V. RESPONSIBILITY

The director of Juvenile Services is responsible for the annual review and revision of this policy.

VI. AUTHORITY

- A. SDCL § 26-11A-12

VII. HISTORY

June 2023
March 2021
March 2020
March 2019
February 2018
March 2017
March 2016
March 2011
March 2010
August 2009
March 2006

ATTACHMENTS

- 1. DOC Policy Implementation / Adjustments