

APPROVED RETENTION SCHEDULES

Key: Calendar (CY), Fiscal (FY), Local Holding Area (LHA), Records Center (RC)

Reports

Schedule #	Record Series Title	Cut off	Current File Area	Action & Reference
73-0359 73-0361	RYDC & YDC, Community-Based Program Monthly Population Reports			Destroy monthly.
80-0304	Special Incident Reports, Special Incident Report database, Disciplinary Reports and associated documents , Field-Based Investigations, Central Office Investigations, including any videos and photographs			Hold 10 years from date of incident, Destroy. Destroy Exception: Special Incident Reports and Investigations with pending litigation or subject to Notice to Preserve.
	Facility logbooks including "Supervisor Report Packages Forms" to include Shift briefing reports, Master count tally sheet, population moving report, shakedown log, outside activity, daily room inspection forms.	CY		Hold 3 years from date of last entry, Destroy. Destroy Exception: pending litigation or subject to Notice to Preserve.

Youth Files

Schedule #	Record Series Title	Cut off	Current File Area	Action & Reference
78-0068	RYDC youth case files – case closed (youth leaves the center)	CY		LHA, Retain to end of CY that youth reaches age 23, Destroy.
78-0069	YDC youth case files – case closed	CY		LHA, Retain to end of CY that youth reaches age 23, Destroy.
78-0070	Court Service Worker & Community Based Program youth case files –case closed	CY		LHA, Retain to end of CY that youth reaches age 23, Destroy.
	Court Service Worker & Community Based Program Youth Medical files-Copies			LHA, Retain to end of CY that youth reaches age 23, Destroy.
73-0487	Interstate Compact youth case files - case closed (place inactive)	CY		LHA Retain to end of CY that youth reaches age 23, Destroy.
90-0012	RYDC & YDC client medical record files – case closed	CY		LHA, Hold to end of CY from date of discharge; RC, Retain either to end of CY that youth reaches age 27 or to end of CY that is 10 years from last date of service (whichever is later), Destroy.

Electronic Records

Schedule #	Record Series Title	Cut off	Current File Area	Action & Reference
	Detex (on CD)	CY		LHA, hold 2 years from date of Detex, Destroy. Destroy Exception: pending litigation or subject to Notice to Preserve.
78-0068	RYDC youth case records – case closed (youth leaves the center)	CY		LHA to end of CY that youth reaches age 23, Destroy.

80-0304	Special Incident Reports, Special Incident Report database, Field-Based Investigations, Central Office Investigations, including any videos and photographs.			LHA, hold 10 years from date of incident, Destroy. Destroy Exception: Special Incident Reports and Investigations with pending litigation or subject to Notice to Preserve.
78-0069	YDC youth case files – case closed	CY		LHA to end of CY that youth reaches age 23, Destroy. (Possibly Dec. 31)
90-0012	RYDC & YDC client medical record files – case closed	CY		LHA, Hold to end of CY from date of discharge; RC, Retain either to end of CY that youth reaches age 27 or to end of CY that is 10 years from last date of service (whichever is later), Destroy.
	Education: Transcripts and Withdrawal Forms	Permanent		Permanent

State of Georgia Common Retention Schedules may be found by visiting:

http://www.georgiaarchives.org/records/agency_specific (Click on Statewide Common Schedules and then Select record category.)