

Reviewer Guidelines for Records Management

<p>1. A Records Custodian is designated and one alternate staff person to assist with the records management process.</p>
<p>2. Inactive records are stored in a designated local holding area.</p>
<p>3. Inactive records are labeled with the series title, the first three letters of the youth's last name, and cut off time.</p>
<p>4. Inactive records are stored in cubic foot boxes (10.5 x 12 x 15 or 10 x 12 x 15.5), are no less than 18 inches from the ceiling, and are elevated from the floor.</p>
<p>5. Records are destroyed only after receipt of a Certificate of Destruction from the DJJ Records Management Officer, and using the specified method of destruction.</p>
<p>6. Records are destroyed by shredding the document on-site, burning the record in an incinerator to make it unrecognizable or through a shredding service.</p>