DJJ FACILITY CASE RECORDS FORMAT

Section 1: Admissions

1. Youth Admission Form
2. Personal Property Inventory
3. Disposal of Personal Property
4. Orientation Acknowledgement Form
5. PREA Acknowledgment Form
6. Transportation Officer Transfer Form

Orders *(tab)*

1. Court Orders
2. Petitions
3. Administrative Revocation Documents
4. Complaints

Section 2: Service Plan

1. Initial Programs and Services Protocol

Section 3: Classification

1. Screening Committee Recommendation Form
2. Reclassification Documents (for YDC)

Section 4: Correspondence

1. Letters to/from Parents and Legal Guardians
2. Letters to/from community case manager and court
3. Mail Item Rejection Form

Consents *(tab)*

1. Authorization to Release Information
2. Media Release Form
3. Request for Criminal Record
4. Drug Testing Forms (committed youth only)

COLOR KEY:

Permanently in Active File
Most Current Information Only in Active File
3 Months of Information in Active File
6 Months of Information in Active File
12 Months of Information in Active File
24 Months of Information in Active File

All Records in Reverse Chronological Order (most current information on top)