

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-18	Policy # 5.11
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: O.C.G.A. § 15.11.79.2, § 15-11-82 DJJ 5.1, DJJ 5.2, DJJ 5.5	
Chapter 5: RECORDS MANAGEMENT	Effective Date: 12/15/12 Scheduled Review Date: 12/15/14 APPROVED:	
Subject: SEALING OF RECORDS		
Attachments: None.		

I. POLICY:

The Department of Juvenile Justice shall comply with all court orders to seal a youth's juvenile court proceeding records in its possession.

II. DEFINITIONS:

Juvenile Court Proceeding Record: Any complaints, petitions, court orders, court ordered assessments and evaluations or any other records the court used in the adjudicatory or dispositional proceedings.

Records Coordinator: The individual staff member designated, in writing, by the facility/program/office Director, to assist with the records management process in his/her work unit.

Records Custodian: The facility/program/office director is the custodian of records for his/her facility or work unit. The custodian will not serve as the Records Coordinator.

Records Management Officer: The individual employee within the Office of Legal Services responsible for the overall management of DJJ records, including the review of retention schedules and the transfer of records to the State Archives or the Records Center.

Sealed: The placement of all Juvenile Tracking System (JTS) and paper records in a secure location with limited access to designated DJJ employees pursuant to a court order.

III. GENERAL PROCEDURES:

A. Within 3 business days of receipt of a court order to seal juvenile records, the Juvenile Program Manager (JPM) shall scan and email the order to the Office of Legal Services. The email will contain the youth's name and date of birth.

B. Within 10 business days of receipt of an order to seal records, the Office of Legal Services will review the order and, pending no issues with the order, will authorize records to be sealed by the Office of Technology and Information Services (OTIS), the Records Coordinator and the Records Management Officer.

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1. OTIS will seal Juvenile Tracking System (JTS) records within 3 business days of receipt of the order to seal. Sealed JTS records will only be accessible by the Director of OTIS or designee.
 2. Within 3 business days of authorization by the Office of Legal Services, the Records Coordinator will place all paper case records and health records, including the order to seal the records, in a manila envelope that is taped closed.
 - a. The envelope will be identified as sealed pursuant to a court order and will contain the date the record was sealed, the youth's name and date of birth.
 - b. Only the Records Coordinator or the Records Custodian may open the sealed record at the direction of the Office of Legal Services. The paper record will be resealed immediately after the completion of the request and the Records Coordinator will document on the envelope the date the record was unsealed, the Legal Services staff member directing the record to be opened and the date the record was resealed.
 3. The Records Management Officer will determine if there are any paper records maintained by any secure facility and within 3 business days will notify the secure facility to seal the youth's records.
- C. If a youth, parent/guardian, or third party requests DJJ records, after a record has been sealed, the Office of Legal Services will be notified in accordance with DJJ 5.2, Case Records, and DJJ 5.5, Health Records, and will determine if such records can be disclosed. If the records can be disclosed, the Office of Legal Services will notify the appropriate office Director or designee to retrieve such record from the Office of Technology and Information Services, and/or will authorize the local Records Manager to retrieve the requested document(s) from the hard copy record.
1. The staff member receiving the initial request for records will not comment on whether there is any record on the youth and will advise the requestor that the Office of Legal Services handles all such requests.
- D. If a youth's record has been sealed in JTS pursuant to a court order and the youth re-enters DJJ's custody, care or supervision, a new JTS record will be created.
- E. Sealed case records and health records will be destroyed pursuant to the retention schedule in accordance with DJJ 5.1, Records Management.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO