Records Series No.	Record Series Title and Description	Retention
TS1	**Resident Card File** Index cards filed alphabetically by last name of resident and used to access basic information about past and current residents. Information on cards includes but is not limited to resident's name, birth date, address, mother's name, father's name, and summary of commitments.	
	Current Resident Card File	Move to released resident card file upon date released.
	Released Resident Card File	Retain ten years from age twenty-one.
TS2	**Resident Case File** Individual case files documenting each resident's incarceration at the State Training School, from the date of intake until release from the Training School upon completion of sentence and/or completion of any probation requirements. File may include but is not limited to documents relating to specific charges; length and end of sentence, intake packet, RITS juvenile intake form, and re-admission forms (if applicable); adjudicated intake forms; court disposition forms, including remand forms/detention papers; social service history, including placement referral forms; court letters; evaluations, including incident reports and escape reports; reclassification forms; medical authorizations; sex offender registration forms; Individual Treatment Plan; Individual Education Plan; probation and release information, including release forms, and discharge information for Juvenile Probation Unit; and correspondence.	Retain ten years from age twenty-one.

Records Series No.	Record Series Title and Description	Retention
TS3	**Resident Medical Record** Individual medical records documenting a resident's medical history (physical and psychiatric) during incarceration at the State Training School. File may include but is not limited to medical consent forms, including emergency and routine medical authorizations, adult resident's consent for medication and adult resident's consent to inform parent/guardian; physician's order form; medication cards; evaluation forms (physical and psychiatric), including notice of special watch and removal of special watch; progress notes (physical and psychiatric), referral for clinical services; laboratory reports; correspondence; and any other information relating to the medical or psychiatric health of a resident.	Retain ten years from age twenty-one.
TS4	**Resident Education File** Individual education file documenting a resident's academic history prior to, during and after incarceration at the State Training School. File consists of a series of folders including but not limited to Education folders with materials received from local school district and also generated by the Training School (i.e., transcripts, educational assessments, vocational assessments, report cards, notice of suspensions); IEP: Individual Education Plan documenting education and psychological treatment plan for resident while at the Training School (copy also in resident file); Legal Folder which contains copies of dispositions, copies of educational reports for court and legal correspondence; psychological /psychiatric and medical folder and ESL: English as a second language folder, (if necessary); and Permanent Record Card. (Board of Regents. Rule 27. Student Record System.)	.

Records Series No.	Record Series Title and Description	Retention
	Permanent Record Card	Remove from education file and retain permanently.
	Education File	Retain ten years from age twenty-one.
	Note: Students graduating from the Training School receive their GED, the record copy of which is retained by the Department of Education-Division of Adult Education.	
TS5	**Family Court Order of Detention** Family Court order of detention formally authorizes a juvenile to be detained at the Training School awaiting probable cause, pre-trial, trial, placement and waiver. This document relates only to non-adjudicated residents. Form includes name of child, age of child, court location, specific charge and signature of referring agent/police department.	Transfer to Resident Case File (TS1).
TS6	**Family Court Remand** Family Court remands are issued and authorized by the court when a juvenile is under sentence to the Training School.	Transfer to Resident Case File (TS1).
TS7	**Family Court Writ of Habeas Corpus** Form received by the Training School from Family Court authorizing the transfer of a juvenile to and from the Training School and Court on a particular day. Writ contains name of institution where juvenile is held, name of juvenile, juvenile number, date and time of appearance, court location, signature of judge or clerk, signatures of persons delivering or receiving juvenile.	Retain five years.

Records Series No.	Record Series Title and Description	Retention
TS8	**Family Court Capias** Form issued by Family Court when a juvenile fails to appear for a hearing date. Capias authorizes the juvenile to be held at the State Training School until the next scheduled court date. Form includes petition number, court location, name, address and date of birth of child, reason for capias, signature of judge or clerk, signature of arresting officer.	Transfer to Resident Case File (TS1).
TS9	**Unusual Incident Report** Form completed by staff when documentation is necessary to report an incident on grounds. Form includes: date, day and time of incident, date of report, unit/facility, location in building, staff on duty, names and dates of birth of residents involved, if restraint was used, any personal injuries, medical attention required, nurse information and comments, nurse signature, details of incident, staff, administrator, unit manager or supervisor comments and signature. Form also documents if DCYF incident injury report filed, if discipline report completed, if parent was notified, if police were notified and all other notifications.	Retain fifteen years.
TS10	**Discipline Board Reports**	
TS10.1	**Report-Part I** Multi-part form completed by juvenile program workers and unit managers when a resident has incurred a serious infraction. Part I includes: date, resident's name, unit, place and time of infraction, witnesses of other staff members, if report was written, a detailed account of infraction, staff member's and unit manager's signature, if appealed, decision by superintendent.	

Records Series No.	Record Series Title and Description	Retention
	White Copy - Resident's Copy	Give to Resident.
	Canary Copy - Superintendent/Resident's File	Retain fifteen years.
	Pink Copy - Maintained in Unit	Retain one year.
	Goldenrod Copy - Filed Separately by Date	Retain one year.
TS10.2	**Report-Part II** This multi-part form is completed by the Discipline Board Chair Person, when superintendent's decision (part I) is appealed, and indicates sentencing for infraction. Form includes: date, resident's name, individuals in attendance, explanation, charge, plea, if confrontation was allowed and if not an explanation, decisions and reasons, disposition of disciplinary board (guilty-not guilty), with or without privileges, number of lock-up days, signatures of chair persons and members.	
	White Copy - Resident's Copy	Give to Resident.
	Canary Copy - Superintendent (Record Copy)	Attach to Part I and transfer to Resident File (TS1) after final decision.
	Pink Copy - Maintained in Unit	Retain one year.
	Goldenrod Copy - Filed Separately by Date	Retain one year.
TS11	**Blue Log Books** Blue Logs books are used in the Training School's open units to document general and specific information about the unit, the residents' and staff's activities throughout the day. Information includes visits, eating time, room checks, medical calls by the nurse, key control and all other movement related to residents' day. Logs contain all daily information recorded for a period of one month.	Retain fifteen years from last entry in log.

Records Series No.	Record Series Title and Description	Retention
TS12	**Green Log Books** Green log books are used in the Training School's security units to document general and specific information in about the unit, the residents' and staff's activities throughout the day. Information includes visits, eating time, room checks, medical calls by the nurse, key control and all other movement related to residents' day. Logs contain all daily information recorded for a period of one month.	Retain fifteen years from last entry in log.
TS13	**Red Log Books** Red Log books are used in both the open and security units of the Training School. Staff members document information in four categories for each resident including: (1) status level, (2) room number, (3) security status (i.e. run-risk/use of handcuffs), and (4) lock-up status (i.e. one-on-one supervision, 5 minute suicide watch). Logs provide only minimal information about each resident, for more detailed information about unit and resident (see TS11 and TS12, Blue and Green Log Books.)	Retain fifteen years from last entry in log.
TS14	**Shift Coordinator Log Book** Shift Coordinator log books contain daily entries by shift coordinators documenting all activities involving the administrative building and the cafeteria. This includes all emergencies/security matters (i.e. portable radios, handcuffs), sick calls from all staff, calling overtime when necessary, transports of all residents to and from the Training School and involvement with court related matters.	Retain fifteen years from last entry in log.

Records Series No.	Record Series Title and Description	Retention
TS15	**Shift Coordinator's Daily Log Sheets** Two sided form completed daily by shift coordinators noting information about admissions, releases, unit to unit transfers, special watches, disciplines, ending building counts for each of the 3 daily shifts.	Retain ten years.
TS16	**Program Attendance Logs** Form completed by staff to monitor residents' attendance in various treatment groups indicating dates, unit, name of program or group, group leaders, and list of residents attending.	Retain five years.
TS17	**Off-Grounds Travel Request** Form completed by unit manager or clinical social worker for off-grounds travel to appointments, interviews and special passes with the approval of superintendent. Form indicates date submitted for approval, resident, date and time of visit, person visiting, location of visit, classification of person/person's supervising visit, and superintendent's signature.	Retain five years.
TS18	**Laundry List** Form completed by unit managers to allow staff to track residents' clothing.	Retain six months.
TS19	**Court Services File** File created by Training School personnel to take to court documenting a resident's incarceration at the State Training School. File contains duplicates of forms extracted from a resident's case file (TS1). File includes but is not limited to face/charge sheet, disposition form, detention update form, family court petition form, Family Court notice to appear form, motion, Training School letters and evaluations.	Retain until obsolete or no longer of administrative value.

Records Series No.	Record Series Title and Description	Retention
	Administration	
	General Office Administrative Records	**See Records Retention Schedule #1**
	Fiscal and Personnel Records	**See Records Retention Schedule #2**
TS20	**Daily Census Report** Computer generated report detailing the current population on a daily basis. Report includes but is not limited to population in each unit, capacity of unit, over/short of capacity for each unit, names of those detained for the day, names of those moved from unit to unit, names of residents in each unit, names of residents who eloped (escaped), names of residents with authorized absences, names of residents in temporary community placements, names of residents released, and names of residents adjudicated and pre-adjudicated. Census report is distributed to staff members for us. Record copy is kept by the record room for statistical purposes.	
	(a) Staff members' copies.	Retain until of no further administrative value.
	(b) Record copy.	Permanent.
TS21	**Superintendent Subject Files** Information relating to particular issues or matters handled by the superintendent of the State Training School. Files may include but are not limited to files relating to committees, programs and other information concerning to the operation of the Training School.	Permanent.

Records Series No.	Record Series Title and Description	Retention
TS22	**Grant Program Files** Records relating to the development of grant proposals to state or federal agencies and the administration of grant awards and programs. Records may include, but are not limited to grant applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports, expenditure and outlay reports, memoranda and correspondence.	
	(a) Grant applications and amendments, final performance, disposition and expenditure reports.	Permanent.
	(b) Financial and programmatic records, periodic performance reports, supporting documents, statistical records, other required and pertinent records.	Retain ten years from submission of closeout and final expenditure report or submission of annual financial status report for grants renewed annually.
	(c) Real property and equipment records.	Retain three years from the date of disposition, replacement, or transfer of property/equipment.
	(d) Income transaction records (earning of income) after grant support. Where required by the terms of the grant.	Retain ten years from the end of the fiscal year in which the income is earned.
	(e) Unsuccessful grant applications.	Retain three years.
	Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the ten year period, the records must be retained **seven (7) years** after completion of the action and resolution of all issues which arise from it.	

Records Series No.	Record Series Title and Description	Retention
TS23	**Point Tally Sheets** Point Tally sheets are completed by unit managers on a daily basis as part of resident's treatment plan. Each sheet shows one week of points earned for each resident for different categories (i.e. school work, room cleanliness). Sheets are used as part of the 4-tier level program in place at the Training School. The points are then used by the business office to determine monetary allowances given to residents.	Retain three years after audit.
TS24	**Shift Coordinator's Weekly Staffing Sheets On-Grounds Support Staff** Daily sign-in/sign-out sheets for on-grounds support staff (including all classifications except juvenile program workers and teachers) bound together into weekly logs. Sheets include staff person's name, position, days off, start times, time in and time out and notes and comments.	Retain five years.
TS25	**Shift Coordinator's Weekly Staffing Sheets Juvenile Program Workers** Daily staffing sheets bound together into weekly logs which document daily staffing for juvenile program workers. Sheets show staffing (including names) for each building for first, second and third shift for each day. Sheets also note any changes made during the day by the shift coordinator (i.e., vacation, personal, sick, training and lateness.)	Retain five years.
TS26	**Overtime Call Sheet** Form used to document calls to juvenile program workers for overtime hours. Form lists date, caller, shift start # and ending #, and list of juvenile program workers by seniority. Content includes whether caller left a message, paged, time called (acceptance of yes or no), and notes (i.e., eligibility).	Retain five years.

Records Series No.	Record Series Title and Description	Retention
TS27	**Visitation Log** Log of all visitors to the Training School on a daily basis. Log includes date, visitor's name resident's name, building, relationship to resident, time-in and time-out. Visitor's sign-in as they enter the training school.	Retain ten years.
TS28	**Visitation Sign-In Sheet** Sheet includes resident's name, unit # and visitor's name. Sheet is used by staff on the day of the assigned visit to document visits by parents, grandparent, siblings, etc.	Retain ten years.
TS29	**Shift Coordinator's Portable Radio Sign In/Sign Out Log** Daily log of staff persons signing out a portable 2-way radio for use during a shift. Log includes staff person's name, port #, time signed out and time signed in.	Retain five years.
TS30	**Daily Contractors and Vendors Sign-In Sign-Out Log** Daily log of incoming contractors and vendors to the Training School. Log includes date, name of company, name of employee, employee signature, destination, time in and time out.	Retain five years.
TS31	**Training Request Form** Form completed by staff to request permission to attend training classes. Form indicates name of employee, classification, signature of supervisor and superintendent; date, hours and location of training; description of training and reason for attending, fee and source of funding and if DCYF sponsored.	Transfer to DCYF Personnel Office.

Records Series No.	Record Series Title and Description	Retention
TS32	**Certificates of Records Destruction** Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (§§38-1-10, 38-3-6, and 42-8.1-10)	Permanent.