

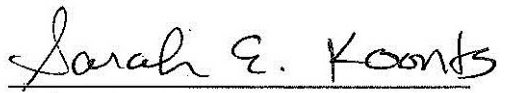
**County Management
Records Retention Schedule Amendment**

STANDARD 17. YOUTH HOME RECORDS

Adding Standard 17, items 1 – 5, Youth Home Records, as shown on page 116.

APPROVAL RECOMMENDED

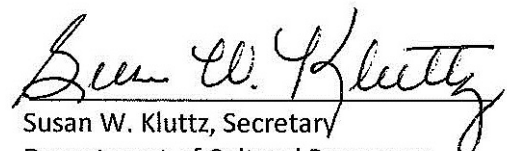
Director
Youth Home



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chairman
Board of County Commissioners



Susan W. Kluttz, Secretary
Department of Cultural Resources

October 17, 2014

County _____

STANDARD-17. YOUTH HOME RECORDS

Records received and created by the Durham County Youth Home necessary to meet all statutory requirements. Comply with applicable provisions of G.S. §7B-3100 regarding confidentiality of juvenile records.

ITEM #	STANDARD-17: YOUTH HOME RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	COMPLAINT RECORDS (YOUTH HOME) Records include name of juvenile and specifics of complaints/charges brought.	Destroy in office when juvenile reaches 28 years of age.	
2.	OUT OF COUNTY DETENTION Records concerning juveniles committed to home from outside the county. Includes detention orders, invoices and related records.	Destroy in office when juvenile reaches 28 years of age.	
3.	STATISTICAL REPORTS (YOUTH HOME) Reports compiled on a regular basis detailing statistical and demographic information concerning juveniles admitted to the facility.	Destroy in office after 3 years.	
4.	YOUTH HOME ADMITTING RECORDS Includes petitions, court orders, progress reports, and other records relating to specific juveniles admitted to the facility.	Destroy in office when juvenile reaches 28 years of age.	
5.	YOUTH HOME COMMITMENT RECORDS Resident case files and other records compiled on a regular basis concerning specific juveniles admitted to the facility.	Destroy in office when juvenile reaches 28 years of age.	

* See AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS, page ix.