

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	1148
Issued:	10/24/07
Post Until:	11/24/07

SUBJECT: JUVENILE - RETENTION OF DOCUMENTS IN JUVENILE CASE (PDJ) FILES (Replaces Dir. No. 1093 issued 4/18/06)

Juvenile Probation case file records must be retained intact after termination of jurisdiction, case dismissals or closing of cases.

Effective immediately, all paperwork concerning a minor shall remain in the Probation Department Juvenile (PDJ) files when the folders are sent to Central Records/Closed Files. If there is more than one (1) copy of a document within the file, only one copy needs to be retained. The others may be removed and destroyed. No other paperwork shall be removed from the PDJ files.

Pursuant to Welfare and Institutions Code § 826, after five (5) years from the date on which the jurisdiction of the juvenile court over a minor is terminated, Probation (Central Records) may destroy all records and papers in the proceedings concerning the minor.

Successfully completed Deferred Entry of Judgment (DEJ) cases with sealing orders shall be handled according to procedures established for those cases. All other closed files may be accessed as allowed under statutes and Department policy regarding confidentiality and inspection of records.

Civil cases are confidential. Send Civil case files to Central Records in an envelope coded "Confidential" and address to the "Office Head, Central Records."

Field/RTSB Clerical Staff processing closed files shall:

- Retain one copy of every document concerning the minor in the PDJ file.
- Place documents in proper filing order and attach to the PDJ folder.
- Send original PDJ folder to Central Records/Closed Files. "Temporary folders (dummy folders) shall be sent only after all efforts have been made to locate the original PDJ file. If the original is not located, code "Use as Original" on the outside of the "temporary PDJ file," send to the attention of the "Office Head, Central Records" and document in the Case Management System:
 - **Record of Supervision > PDJ File > Clerical Notes:** "All efforts (list dates/types of efforts) have been made to locate the original PDJ file. The temporary PDJ file has been coded "Use as Original" and forwarded to Central Records/Closed Files on _____ (date)."

Retention of Documents in Juvenile Case (PDJ) Files

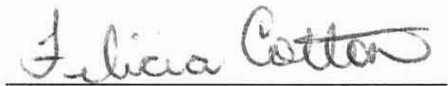
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- Note: If the following **original documents** (e.g. Birth Certificate, High School Diploma, Alien Registration Card) are in the PDJ file, please ensure a photocopy is placed in the file and have the assigned DPO return the originals to the parent/guardian or minor prior to forwarding the PDJ file to Central Records/Closed Files.

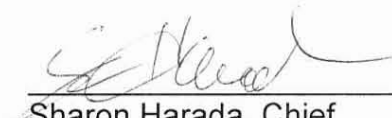
RTSB/Juvenile Hall Clerical Staff shall:

- Retain all case documents that are part of the Juvenile Hall Behavior Record (Durafile).

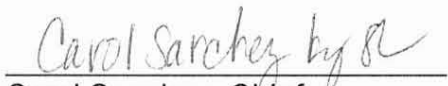
Questions concerning this Directive should be directed to the appropriate Bureau Consultant.



Felicia Cotton, Chief
Juvenile Special Services Bureau



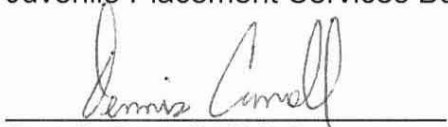
Sharon Harada, Chief
Juvenile Field Services Bureau



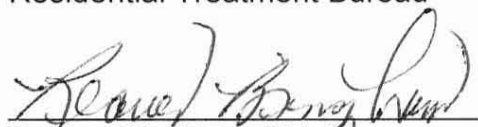
Carol Sanchez, Chief
Juvenile Placement Services Bureau



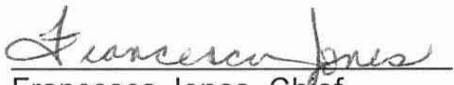
Dave Mitchell, Chief
Residential Treatment Bureau



Dennis Carroll, Chief
Detention Services Bureau



Reaver Bingham, Chief
Adult Field Services Bureau



Francesca Jones, Chief
Management Services Bureau