 Records Retention Policy

To the best of their ability, CASA for York County will maintain complete, accurate, and current records for each child served, which will include:

1. Biographical or other relevant identifying information
2. Court reports and court orders relating to the present case
3. Department of Health and Human Services case plans and court reports
4. Other pertinent documents related to the individual case

Upon case closure, record is made of the date and nature of the closure. Records of these cases will be maintained for a 7 year period, as required by National CASA Association guidelines, unless a court or statutory requirement dictates otherwise.

All documents related to juvenile cases shall be stored in either a double-locked storage system, or a secure, password-protected hard drive on a password-secured network to ensure confidentiality.