

APPENDIX M

DYA General Records Schedule

DYA General Records Schedule

10-10660-5

The records described relate to all procedures, policies, applicable laws, rules and regulations and related matters pertaining to the Department of Youth Affairs; and are the official records retention/disposal schedule for the Department of Youth Affairs in accordance with the Government Code of Guam, Section 6707, Public Law 6-64.

ITEM NO.	DESCRIPTION OF RECORDS	METHOD OF FILING	AUTHORIZED DISPOSITION
1	LOCAL Government Correspondence: Public Laws, Executive Orders that document the development, establishment and execution of all procedures, policies and plans for administering territorial laws and regulations pertaining to the Department of Youth Affairs within the Government of Guam	Numerical/subjective	After 15 years
2	FEDERAL Correspondence: Program Directives, Technical Assistance Circulars, Administrative Policy Directives, Office of Justice Program Memorandums, Grant Applications and Grant Awards	Subjective/chronological	15 years after audit
3	MISCELLANEOUS Correspondence and subject files relating to the Department of Youth Affairs having no historical or legal value	Alpha/subj/chrono	Three (3) years after date of document
4	PERSONNEL Correspondence: Department Personnel Jackets, requests for personnel actions, personnel actions, performance evaluations, training and other personnel related correspondence	Alpha/Subj/Chrono	Personnel Jackets ten (1) years after employee separation, all others after five (5) years
5	INVENTORY RECORDS	Numerical/chrono	Permanent
6	ANNUAL REPORTS: Citizencentric Report, Compact Impact Reports	Subjective/chronological	Five (5) years after audit
7	QUARTERLY REPORTS: FFRs, FSRs, Statistical, Financial Reports (Local Requirement)	Subjective/chronological	Five (5) years after audit
8	MONTHLY REPORTS: DOE Meal Count, Menu, After School Care Program and Resource Center Statistic Reports	Chronological	Three (3) years after audit

10-1060 80

DYA General Records Schedule

9	PROCUREMENT: Requisitions, Purchase Orders, MOU/Work Requests, Contracts, RFPs	Subjective/chronological	Five (5) years after audit
10	DYA CLIENT FILES: Client Case files, admissions and other forms (screening, admissions, assessment, referrals, progress, court documents, case review, etc.), all confidential client related correspondence	Alphabetical	Six (6) years after client turns 18
11	BUDGET DOCUMENTS (Approved)	Chronological	15 years after audit
12	LOG BOOKS: Youth Corrections, Cottage Homes	Chronological	After 15 years
13	FINANCIAL DOCUMENTS: EOAs, Allotment Schedules, Budget Modifications, timesheets, Auxiliary fund requests, Petty Cash, Direct Payments, Journal vouchers, Travel Authorizations, utility encumbrances, staffing patterns, OT plans	Numerical/chrono	15 years after audit
14	AUDIT RECORDS	Chronological	15 years after completion