



Interstate Commission for Juveniles

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ICJ Administrative Policy

Access to Historical Data

Dated:
September 17, 2020

I. Authorization

Article III (K) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: "The Interstate Commission shall collect standardized data concerning the interstate movement of juveniles as directed through its rules which shall specify the data to be collected, the means of collection and data exchange and reporting requirements. Such methods of data collection, exchange and reporting shall insofar as is reasonably possible conform to up-to-date technology and coordinate its information functions with the appropriate repository of records."

Article IV (19) of the Interstate Compact for Juveniles (ICJ), in relevant part, authorizes the Commission to "establish uniform standards of the reporting, collecting and exchanging of data."

II. Policy

The Juvenile Interstate Data System (JIDS) was the Commission's approved electronic data system for managing and tracking interstate juvenile movement beginning November 5, 2012. The Commission will retire JIDS in 2021. This policy addresses historical data archival and retrieval for juvenile information entered into JIDS.

In order to ensure the effective implementation of the Compact throughout the United States, state ICJ Offices will have access to JIDS for data retrieval purposes for a period of one (1) year after the retirement of JIDS. State ICJ Office access will be limited to viewing and exporting juvenile files, documents, system reports, and compliance reports. State ICJ Office users will be prohibited from adding new users, adding new juvenile files, generating forms, uploading documents, or initiating new workflow assignments. Requests for new ICJ Office users must be sent to the National Office.

Upon the retirement of JIDS, the National Office will deactivate all field officer and supervisor JIDS accounts.

One year after the retirement of JIDS, data from JIDS will be provided to state ICJ Offices upon receipt of a Historical Data Request.

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Data available to states after one (1) year from the retirement of JIDS includes:

1. Juvenile File Details, including the juvenile's demographic information, case type, and states involved in the case;
2. ICJ Forms, including e-forms and scanned PDFs.

III. Responsibility

- A. The National Office will maintain JIDS in order to provide access to state ICJ Offices for a period of one (1) year from the retirement of JIDS.
- B. Upon the retirement of JIDS, the National Office will deactivate all state ICJ Office JIDS accounts.
- C. The National Office will maintain an archive of historical juvenile information and case documents from JIDS for a period five (5) years after the retirement of JIDS.
- D. State ICJ Offices are responsible for compliance with their state's records retention policy.
- E. The National Office will provide the requested data in an electronic format according to the procedures outlined in this policy. A request may be rejected or returned for resubmission if the required information is not included in the request.
- F. Requests from adjudicating states to expunge juvenile files from JIDS shall follow the JIDS Expungement Guidelines 01-2013.

IV. Procedures

- A. The requesting state's Commissioner, Compact Administrator, Deputy Compact Administrator, or Designee shall submit a data request using the Commission's Historical Data Request form available on the Commission's website and will certify that the data cannot be obtained from in-state sources.
- B. The National Office will acknowledge receipt of the Historical Data Request within one (1) business day.

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- C. The National Office will provide the requested historical data in an electronic format within ten (10) business days of receipt of the request.
- D. The National Office will log all historical data requests in a centralized tracking system for auditing purposes.