 <p><b>Interstate Commission for Juveniles</b></p>	<p><b>Policy Number</b> <b>01-2021</b></p>	<p><b>Page Number:</b> <b>1</b></p>
<p><b>ICJ Administrative Policy</b></p> <p>Juvenile Record Expungement</p>		<p><b>Dated:</b> January 21, 2021</p>

## **I. Authorization**

Article III (F) of the Interstate Compact for Juveniles (ICJ), in relevant part, provides: “The executive committee shall oversee the day-to-day activities of the administration of the compact managed by an executive director and Interstate Commission staff; administers enforcement and compliance with the provisions of the compact, its by-laws and rules, and performs such other duties as directed by the Interstate Commission or set forth in the by-laws.”

ICJ Rule 3-101 provides: “States shall use the electronic information system approved by the Commission for e-forms processed through the Interstate Compact for Juveniles.”

## **II. Policy**


This policy provides guidelines and procedures for expunging juvenile records from the Commission’s electronic information system. A juvenile record is defined in this policy as a juvenile master file or a case within a juvenile master file. Expungement is defined in this policy as deleting a juvenile master file and/or case, and any associated documents.

Upon receipt of a court order or memorandum consistent with state law, transfer of supervision and travel permit cases may be expunged by a request from the adjudicating state, and return cases may be expunged by a request from the home/demanding state.

When an expungement request is received for a case and the juvenile master file has no other cases present, the juvenile master file will be expunged. When a juvenile master file contains multiple cases from different adjudicating or home/demanding states, an expungement request only applies to the case(s) for which the adjudicating or home/demanding state submits a request. Under no circumstance will a record be expunged by request from a non-adjudicating or holding state.

## **III. Responsibility**

Commissioners, Compact Administrators, Designees, and Deputy Compact Administrators from an adjudicating or home/demanding state are responsible for submitting expungement requests to the National Office.

 <p><b>Interstate Commission for Juveniles</b></p>	<p><b>Policy Number</b> <b>01-2021</b></p>	<p><b>Page Number:</b> <b>2</b></p>
<p><b>ICJ Administrative Policy</b></p> <p>Juvenile Record Expungement</p>		<p><b>Dated:</b> January 21, 2021</p>

The National Office will expunge the juvenile record(s) from the Commission's electronic information system in accordance with this policy and will keep a record of all expungement requests received.

#### **IV. Procedures**

**A.** A Commissioner, Compact Administrator, Designee, or Deputy Compact Administrator from an adjudicating or home/demanding will submit expungement requests using the Expungement Request Form on the Commission's website to include the following information:

1. Juvenile Full Name,
2. Juvenile Date of Birth,
3. Juvenile Master File Number,
4. Juvenile Case Number(s), and
5. Court Order or memorandum authorizing the record expungement.

**B.** The National Office will expunge the record from the Commission's electronic information system within five (5) business days and will notify the requestor when the request is fulfilled.