

<p style="text-align: center;">Juvenile Intake and Assessment System Standards</p> <p style="text-align: center;">Kansas Department of Corrections- Division of Juvenile Services State of Kansas</p>	<p><b>CHAPTER:</b></p> <p><b>DOCUMENTATION, REPORTING AND RECORDS</b></p>	<p><b>STANDARD NO.</b></p> <p><b>JIAS-03-106</b></p>
	<p><b>SUBJECT:</b></p> <p><b>EXPUNGEMENT OF RECORDS</b></p>	<p><b>PAGE: 1 of 1</b></p>
<p><b>REFERENCES: K.S.A. 38-2312</b></p>	<p><b>DATE ADOPTED: 11-1-2009</b></p> <p><b>DATE AMENDED: 3-1-2023</b></p> <p><b>DATE REVIEWED: 1-30-2023</b></p>	

**STANDARD:** Written policy, procedure and practice shall require that Intake and Assessment Programs upon a receipt of an order of expungement shall:

- Notify the Kansas Department of Corrections - Community Based Services (KDOC-CBS) of the order for expungement of the record
- Collect and print any and all information concerning the youth, including any electronic or paper documents or records on individuals listed within the court order
- Place these documents in a sealed envelope. Write in red ink on the envelope, "EXPUNGED RECORDS." In addition, write or type on the envelope the following: "The contents of this envelope have been expunged and may not be divulged without an order from the District Court of \*\*\*\*\* County." Upon any written or verbal request for information from any source, the Intake and Assessment Program shall respond that no such record exists
- The file may be identified, for internal purposes only, with the name of the youth and the date the case was expunged
- Under certain circumstances, K.S.A. 38-2312 may permit access to previously expunged records. Upon receipt of such an order or request, the Intake and Assessment Director or designee shall notify KDOC-CBS and release the contents of the file as authorized by law. Questions related to the disclosure of expunged records may be directed to the KDOC Legal Division

**DISCUSSION:** None.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.