

3.1 Court Records. The court shall make and keep records of all cases brought before it including cases dismissed, informally adjusted or adjudicated. Such records shall be preserved in accordance with records retention schedules established by the State Records Committee and approved by the Administrative Office of the Courts. The court shall make official minutes, which may be the case files, consisting of all petitions and orders filed in a case and any other pleadings, certificates, proofs of publication, summonses, notices, warrants and other writs which may be filed therein and shall make social records, consisting of records of investigation and treatment and other confidential information. All complaints, summonses, orders, notices and pleadings shall be filed with the clerk of juvenile court with the date and time received noted thereon by the clerk.

(a) Making Records Available to the Council. All records required to be made available to the Council pursuant to these Rules shall be kept in the manner set forth in the Guidelines for Maintaining a Juvenile Court Docket for the Council of Juvenile Court Judges (hereinafter referred to as the "Guidelines.") A current copy of the Guidelines shall be maintained in the Clerk's Office.