

Shelter care and receiving center case files (GRS-2523)

Utah General Retention Schedule

Description

The Shelter Care and Receiving Centers offer immediate care to youth offenders in the case that an arresting officer cannot find a responsible adult to take custody of the youth. Efforts to contact the youth's parents are immediately taken. These centers are one of the early intervention services administered by the Division of Juvenile Justice Services for youth offenders between the age of 8 and 21. A file is kept on each youth during his/her stay at one of these centers. Specific types of records contained in this series include numerous reports, assessments, psychological evaluations, treatment summaries, correspondence, tracking logs, intake assessments, academic and medical histories, and release/discharge summaries.

Retention and Disposition

Retain for 21 years after date of birth, and then destroy records.

Categories

Juvenile Justice Services

Effective

02/2006

Previous Schedule Number

SG-3(1116)-30