

## Retention and Classification Report

**Agency:** Utah State Industrial School (532)

, UT

**Records Officer:** \_\_\_\_\_

18066	*Administrative records
02596	*Annual reports
29898	Artifacts
02592	*Board minutes
02597	*Heat plant correspondence
19615	*Inmate case file index
03371	*Inmate case files
27223	*Orders of Commitment
29982	*Photographs
18065	*Publications
30125	Superintendent's monthly reports
18183	*Warrant registers

**AGENCY:** Youth Development Center

**SERIES:** 18066

3

**TITLE:** Administrative records

**DATES:** 1955-1969.

**ARRANGEMENT:** Generally chronological.

**TOTAL VOLUME:** 3.00 cubic feet.

**DESCRIPTION:**

Correspondence, minutes, budgets, audits, building needs, and reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

**AGENCY:** Youth Development Center

**SERIES:** 2596

3

**TITLE:** Annual reports

**DATES:** 1896-1969.

**ARRANGEMENT:** Chronological by publication year.

**DESCRIPTION:**

These annual and biennial reports which concern activities of the previous year, are submitted to the Governor. The reports contain information pertaining to funding, population trends at the school, group living, medical conditions, recreational activities, social service, academic achievements, building and grounds, and recommendations for the school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Youth Development Center

**SERIES:** 2596

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 29898

3

**TITLE:** Artifacts

**DATES:** 1889-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These artifacts are objects that have special historical significance because of their historic or evidentiary value and their association with the function and activity of a governmental entity. Governmental entities work with the Division of Archives to ensure that these historical objects are properly documented and preserved. (Utah Code 63A-12-103(10)(2016))

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Artifacts, GRS-2049.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have historical value(s).

This objects in this series provide physical evidence of the history and function of the Industrial School. They have value as three dimensional objects in telling the story of the institution.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 2592

1

**TITLE:** Board minutes

**DATES:** 1888-1941.

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Minutes of the industrial school board of trustees and officers.  
The minutes document activities at the reform school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of operation of the Industrial School, including issues discussed and actions taken by the governing board.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 2597

3

**TITLE:** Heat plant correspondence

**DATES:** 1910-1911.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Correspondence, invoices, etc. regarding the heating plant at the industrial school.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

From the description, this correspondence appears to be transitory in nature. Reappraise.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 19615

3

**TITLE:** Inmate case file index

**DATES:** 1928-1972.

**ARRANGEMENT:** Alphabetical by inmate name.

**DESCRIPTION:**

These index cards document information about youths committed to the Utah State Industrial School in Ogden, Utah. The Utah State Industrial School was absorbed by the Department of Human Services, Division of Youth Corrections in 1972. Information includes name, inmate number, address, birthdate, commitment date, committing judge, criminal offense, and discharge date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This disposition is based on the secondary historical value to researchers interested in youth corrections institutions in Utah.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Youth Development Center

**SERIES:** 3371

3

**TITLE:** Inmate case files

**DATES:** 1889-1983.

**ARRANGEMENT:** by gender, thereunder numerically by case number

**TOTAL VOLUME:** 150.00 cubic feet.

**DESCRIPTION:**

These files document juveniles sent to the Utah State Industrial school from 1928-1972. This facility is also known as the Reform School. It was incorporated into the Department of Human Services, Division of Youth Corrections in 1973. These case files are accessed through a comprehensive index card system. The index cards are separated by gender. Information includes, age, birthdate, criminal information, admittance and release dates, psychological and psychiatric information, and medical information. Permission to reference these case files must be obtained from the Division of Youth Corrections, Mill Creek Youth Center, 790 West 12th Street, Ogden, Utah (334-0210).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in the juvenile justice system in Utah.

**AGENCY:** Youth Development Center

**SERIES:** 3371

**TITLE:** Inmate case files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Controlled. UCA 62-2-303(1) thru 62-2-303(3) (2008)

Protected. UCA 63G-2-305 (2008)

**AGENCY:** Youth Development Center

**SERIES:** 27223

1

**TITLE:** Orders of Commitment

**DATES:** 1937-1959.

**ARRANGEMENT:** Generally chronological by year, thereunder sporadically chronological by commitment date.

**DESCRIPTION:**

This series contains orders of commitment issued by judges committing a minors to the State Industrial School.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).

These records have historical and legal value as documentation of institutional commitment of individuals by the State.

**PRIMARY DESIGNATION:**

Private      The records in this series deal with the status of minors under the age of 21 and are considered private for 100 years. (Utah Code 63G-2-310)

**AGENCY:** Youth Development Center

**SERIES:** 29982

3

**TITLE:** Photographs

**DATES:** 1888-1983.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are photographs from the Utah Industrial School.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value because they provide evidence of the significant effects of governmental programs and actions on individuals and communities, and they contribute substantially to knowledge and understanding of the people and communities of our state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 18065

3

**TITLE:** Publications

**DATES:** 1946-1981.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, facilities, curriculum, education, rehabilitation, food services, agency activities, agency staff, and all other activities of the Youth Development Center (State Industrial School). This series consists primarily of isolated publications not part of a more specific series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

**AGENCY:** Youth Development Center

**SERIES:** 18065

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 30125

3

**TITLE:** Superintendent's monthly reports

**DATES:** 1898-1919

**ARRANGEMENT:** Chronological by month.

**DESCRIPTION:**

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the operations of the State Industrial School.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Youth Development Center

**SERIES:** 18183

3

**TITLE:** Warrant registers

**DATES:** 1921-1928.

**ARRANGEMENT:**

**DESCRIPTION:**

This shows the amount paid out for supplies, wages, equipment and to whom the money was paid. It also provides the warrant number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.