

Retention and Classification Report

Agency: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)
(545)
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Records Officer: _____

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AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28654

3

TITLE: Adoption case files

DATES: 1909-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records support the agency's function to facilitate the adoption of minors whose birth parents have had their parental rights terminated through the courts (Utah Code 78A-6-102 (d) (2008)). Information includes Decrees of Adoption, Orders for Adoption, and related records.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document legal adoption procedures and responsibilities according to Utah Code 78A-6-104 (2008).

RETENTION JUSTIFICATION:

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28654

TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 78B-6-141 (2012)

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 1969

3

TITLE: Case files

DATES: 1909-

ARRANGEMENT: Chronological according to birth year

DESCRIPTION:

These records support the agency's function to adjudicate matters that relate to abused and neglected dependent children, and to administer appropriate sanctions on juveniles who commit felonies (Utah Code 78A-6-102 (2008)). These records detail interactions between the subjects, families, courts, and other civil entities involved in tracking the behavior and well-being of all parties concerned. Information includes court decisions, actions, and evidence such as medical or psychological evaluations, school records, and community service documentation.

RETENTION:

Retain for 28 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

APPROVED: 04/2015

FORMAT MANAGEMENT:

Paper: For records prior to and including 2014. Retain in Office for 18 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in Office for 28 years after birth date of subject of record and then destroy.

Microfiche master: Retain in Office for 28 years after birth date of subject of record and then destroy.

Digital image: Retain in Office for 28 years after after birth date of subject of record and then delete.

Computer data files: Retain in Office for 28 years after birth

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 1969

TITLE: Case files

(continued)

date of subject of record and then delete.

Paper: For records beginning in 2015 and continuing to the present. Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

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

These records document court proceedings which affect the legal rights of juvenile residents and their families, according to Utah Code 78A-6-102 (2008).

PRIMARY DESIGNATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 5146

3

TITLE: Case register

DATES: 1907-1913.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 3598

3

TITLE: Complaints docket books

DATES: 1909-1949.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 3606

3

TITLE: Correspondence

DATES: 1912-1936.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 3646

3

TITLE: Minute books

DATES: 1906-1912.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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 historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Exempt Rule 4-202.03 (9) , CJA

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28660

3

TITLE: Protective order and substantiation case files

DATES: 1969-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records support the agency's function to provide care and protection for minors through placement and protection orders (Utah Code 78A-6-102 (e) (2008)). These records document two types of juvenile court proceedings involving adults as subjects: child protective orders and Sexual Abuse Registry substantiation hearings. Information may include petitions alleging imminent danger of physical or sexual abuse of a minor and the resulting court order for the respondent to stay away from the child, and court decisions regarding persons who appeal the Division of Child and Family Services' decision to place them on the Sexual Abuse Registry.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records document the issuance of protective orders in order to protect the safety of cohabitants, according to Utah Code 78B-7-106 (2014) and Utah Code 78A-6-323 (2012), and document deliberation about whether persons should be entered into the Sexual Abuse Registry.

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28660

TITLE: Protective order and substantiation case files

(continued)

RETENTION JUSTIFICATION:

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

PRIMARY DESIGNATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 3597

3

TITLE: Registration books

DATES: 1907-1920.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Exempt Rule 4-202.03(9), CJA

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 5169

3

TITLE: Salt Lake County employer salary ledger

DATES: 1963-1965.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Exempt Rule 4-202.03 (9) , CJA

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28663

3

TITLE: Serious youth offender case files

DATES: 1969-

ARRANGEMENT: Alphabetically by surname.

DESCRIPTION:

These records support the agency's function to administer appropriate sanctions on minors over the age of sixteen who commit serious offenses, as defined in Utah Code 78A-6-702 (2014), which may result in the offender being tried as an adult in the district court. These records detail interactions between the subjects, families, courts, and other civil entities involved in tracking the behavior and well-being of all parties concerned. Information includes court decisions, actions, and evidence such as medical or psychological evaluations, school records, and community service documentation.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records document legal proceedings regarding serious youth offenders, according to Utah Code 78A-6-701 (2014).

RETENTION JUSTIFICATION:

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28663

TITLE: Serious youth offender case files

(continued)

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

PRIMARY DESIGNATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28655

3

TITLE: Termination of parental rights case files

DATES: 1909-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records support the agency's function to adjudicate matters that relate to abused and neglected dependent children and to provide care and protection for minors by placement, protection, and custody orders (Utah Code 78A-6-102 (2008)). These records document proceedings to determine if a parent is unfit or incompetent and if it is in the best interest of the child to terminate parental rights, based upon the criteria detailed in Utah Code 78A-6-507 (2012). Information may include petitions for termination of the parent-child relationship and the resulting court order.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records document the upholding or cessation of a parent's right to rear his/her child, according to Utah Code 78A-6-503 (2013).

RETENTION JUSTIFICATION:

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 28655

TITLE: Termination of parental rights case files

(continued)

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

PRIMARY DESIGNATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (Second District)

SERIES: 15561

3

TITLE: Weber County case files

DATES: 1920-1947.

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These are juvenile court case files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

PRIMARY DESIGNATION:

Exempt Rule