Retention and Classification Report

Agency: Department of Health and Human Services. Division of Juvenile Justice and Youth Services (1360)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4330

Records Officer: _____

16965	Administration Team meeting minutes
16163	Administrative correspondence
23285	Annual reports
23876	Applicant investigations
16963	Board of Juvenile Justice Services administrative files
16962	Board of Juvenile Justice Services meetings minutes
83112	Contract files
26283	Diversion files
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26503	Juvenile detention records (Moab Office)
16972	Juvenile justice and delinquency prevention action plan
13991	Law enforcement facility certification files
85063	Legal files
23635	Medicaid remittance files
23580	Policy and procedure files
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03230	Publications
27873	Quality service review
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23911	Youth Parole Authority hearing audio tapes
13990	Youth corrections program standards

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16965 3
TITLE: Administration Team meeting minutes
DATES: 1982-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This series contains a record of meetings of the Juvenile Justice Division Administration Team meetings.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

While much of the concerns discussed at these meetings touch on routine administrative matters, there are some topics discussed that have broader implications. These topics deal with incidents or problems that affect procedures and policy administration. Because of this and because of the small quantity involved, a permanent retention is recommeded.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16965
TITLE: Administration Team meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. This series may include some information about minors in the juvenile justice system that is considered private for 100 years in accordance with Utah Code 63G-2-310.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16163 3
TITLE: Administrative correspondence
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of administrative correspondence for all management staff. Content ranges from a wide variety of subject matter.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This disposition is based on Utah General Schedule, Schedule 1, Item 9, (1993).

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16163
TITLE: Administrative correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23285 3
TITLE: Annual reports
DATES: 1983-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This series contains reports of Division of Juvenile Justice Services activities from the previous year with information pertaining to agency activities, agency staff, history, parole, facilities, crime, justice system, legislation, and fiscal and financial operations. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and document agency activities, organizational structure, case workload, and fiscal and financial operations.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23285
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23876 3
TITLE: Applicant investigations
DATES: 1992-
ARRANGEMENT: Alphabetical by office
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are investigations conducted on job applicants with Youth Corrections. They contain information from a criminal background check run by the Bureau of Criminal Investigations. Information includes: name, address, birth date, race, gender, social security number, physical description, and interaction with law enforcement agencies.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: For records beginning in 2002 and continuing to the present. Retain in Office until administrative need ends and then transfer to agency personnel files.

Paper: For records prior to and including 2001. Retain in Office for 1 year after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23876
TITLE: Applicant investigations

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16963 3
TITLE: Board of Juvenile Justice Services administrative files
DATES: 1981-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

This is the record of the members of the Board of Juvenile Justice Services, their qualifications for the position, and their activities. These files include resumes of the board members, copies of letter(s) from the governor thanking outgoing member(s) for their work on the board, routine requests for information, and appointment letters to the members advising them of their appointment and of the duties and responsibilities of the position. Personal information on the members includes age, birthplace, current and past addresses, date of birth, educational level, employer, employment history, grade average or class standing, job position information, marital status, membership in groups, military service, name, name of kin, number of children, occupation, occupational licenses, political affiliations, references, sex, social security number, telephone number, and publications.

RETENTION:

Permanent. Retain for 1 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after member is no longer on board and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Information as to the inviduals who made up the board and their qualifications are of long-term value and should be retained permanently.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16963
TITLE: Board of Juvenile Justice Services administrative files

(continued)

PRIMARY DESIGNATION:

Public — Information relating to the members' qualifications and activities.

SECONDARY DESIGNATION(S):

Private. — All other information.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16962 3
TITLE: Board of Juvenile Justice Services meetings minutes
DATES: 1979-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

This is the record of the meetings of the Board of Juvenile Justice Services. This board has the policy-making powers, duties, functions, rights, and responsibilities for operation of the youth corrections program. This record includes minutes and agendas. Information includes the date of the meeting, the individuals present, the location of the meeting, the items discussed, and the decisions reached.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or 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. As the board is a policy making body, the record of their meetings is of long term historical value. According to the office staff, they have a potential administrative need for the record for four years.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16962
TITLE: Board of Juvenile Justice Services meetings minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. This series contains some private information, including resumes submitted by prospective board members, personal contact information for board members, and rare references to youth inmates.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 83112 3
TITLE: Contract files
DATES: 1978-
ARRANGEMENT: alphabetical by contractor's name
DESCRIPTION:

This is a record of private providers with approved youth rehabilitation programs who contract for services with the Division. These case files document provider responsibility to youths while in the care of the private agency, as well as Youth Correction's responsibility to provider. This series includes a copy of the contract, a program plan, monitoring report, program evaluations, budget statement, and all related correspondence.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until termination of contract or past last activity and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 83112
TITLE: Contract files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302 (2008)
Protected.	UCA 63G-2-309 (2008)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 26283 3
TITLE: Diversion files
DATES: 1998-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These files document the prevention or early intervention services provided to youth offenders between the ages of 10 and 21 in the state of Utah. These files are created and compiled by the staff while the youth are in the custody of the Division of Juvenile Justice Services. Specific types of records contained in this series include mental and psychological evaluations, court orders and reports, logs, treatment summaries, risk and intake assessments, correspondence, probation reports, rap sheets, academic and medical histories, and release/discharge summaries. Records in this series may also be referred to as "Day Program Case Files" or "Alternative Program Case Files".

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Diversion programs case files, GRS-2522.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 14268 3
TITLE: Facility reports
DATES: 1985-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These reports are created for the purpose of listing the names of youths housed in each correctional facility and group home. The report states the case manager, region, and next court date. Other information includes facility, case number, sex, age, and status.

RETENTION:

Permanent. Retain for 2 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Facility reports, GRS-2504.

AUTHORIZED: 07-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Archives with authority to weed.

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 facilities.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(d) 1992

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16966 3
TITLE: Grant files
DATES: 1978-
ARRANGEMENT: Chronological.
DESCRIPTION:

These files document grants from various public and private funding agencies. These monies are to be used to improve juvenile justice and delinquency prevention programs, improvement of prosecution and rehabilitation of serious juvenile offenders, de-institutionalize status offenders and non-offenders, eliminate contact between juveniles and incarcerated adults, remove juveniles from adult jails, and administer programs designed to accomplish the above goals. Information includes application, notice of intent, grant change proposals, monitoring reports, audit reports, and grant adjustment notices.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant files, GRS-2505.

AUTHORIZED: 07-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16966
TITLE: Grant files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 27920 3
TITLE: Home detention case files
DATES: 2008-
ARRANGEMENT: alphabetic
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document detention records for youths over the age of 10 and under 21 years of age who have been placed under detention at home. Records include court reports, school attendance, demographic information, original copy of rules signed by youth and parents, photograph of youth, other pertinent information, termination summary, and case notes.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Home detention case files, GRS-2506.

AUTHORIZED: 07-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 17 years and then destroy.

APPRAISAL:

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 25730 3
TITLE: Internal investigative case records
DATES: 1996-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document investigations within the division. The Office of Internal Investigations develops a factual basis for making employment related decisions for the Division of Juvenile Justice Services. These records justify a decision regarding violations of policy and procedure, code of ethics, or federal and local law in order to establish probable cause or to identify criminal activity. Information includes requests for investigation, victim statements, interviews, photographs, witness incident reports, agency incident reports, police reports, supplemental reports, correspondence, pertinent laboratory tests, personal data, summary, conclusions and findings of fact.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 25730
TITLE: Internal investigative case records

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 26503 3
TITLE: Juvenile detention records (Moab Office)
DATES: 1986-
ARRANGEMENT: Chronological by date of birth thereunder alphabetical by client name
ANNUAL ACCUMULATION: 12.00 cubic feet.
DESCRIPTION:

These files document detention records for youth over the age of 10 and under 21 years of age who have been placed in juvenile detention facilities for care and services. Juvenile detention records are kept for at least 3 years after the detainee's 18th birthday unless expungement of the record is ordered by the Juvenile Court. Information includes name, birthdate, birthplace, court actions, criminal histories, fingerprints, education, psychological and psychiatric information, and victim information. These files document detention records for youths over the age of 10 and under 21 years of age who have been placed in juvenile detention facilities for care and services. Juvenile detention records are kept for three years after the detainee's 18th birthday unless expungement of the record is ordered by the Juvenile Court. Records of juveniles 21 years of age or older are destroyed. Information includes name, birthdate, birthplace, court actions, criminal histories, fingerprints, education, psychological and psychiatric information, medical information, and victim information.

RETENTION:

Retain for 32 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Juvenile detention records, GRS-2508.

AUTHORIZED: 06-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after youth turns 18 or until expunged by court order and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 26503
TITLE: Juvenile detention records (Moab Office)

(continued)

APPRAISAL:

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

UCA 542-2-6(1)(e) specifies that these records be kept for a minimum of three years after the youth reaches his/her eighteenth birthday unless an expungement is ordered by the courts.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16967 3
TITLE: Juvenile Justice and Delinquency Prevention Act monitoring reports
DATES: 1982-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

As required under 28 CFR 31.303(f) and section 223(a)(15) of the Federal Juvenile Justice and Delinquency Prevention Act(JJDP Act), states shall provide an adequate system of monitoring jails, detention facilities, correctional facilities, and non-secure facilities (to assess and ensure state compliance with the JJDP Act) and must report the results to the U.S. Department of Justice(DOJ). Accordingly, Utah submits a State Monitoring Report annually to the DOJ to report the state's compliance with the following JJDP core protections: 1)Deinstitutionalization of Status Offenders and Non-offenders, 2)Sight and Sound Separation of Juveniles from Adult Offenders, and 3)Removal of Juveniles from Adult Jails and Lockups. Aggregate facility type and juvenile confinement data is also included in the report.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16967
TITLE: Juvenile Justice and Delinquency Prevention Act monitoring reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 16972 3
TITLE: Juvenile justice and delinquency prevention action plan
DATES: 1981-
ARRANGEMENT: Chronological.
DESCRIPTION:

This is the plan prepared by the Utah board stating what steps they intended to take to combat juvenile crime.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 13991 3
TITLE: Law enforcement facility certification files
DATES: 1981-
ARRANGEMENT: Alphabetical by program, thereunder chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These are licensing and certification actions by the Division of Juvenile Justice Services. They include quality assurance information and providers licensed to provide services to the division (Utah Administrative Code R840-8 (1992)). The Division has statutory authority and responsibility for monitoring juvenile confinement in law enforcement facilities and promulgating juvenile confinement facility certification rules that law enforcement agencies must meet to securely confine youth. These rules, the "Juvenile Jail Standards" and the "Juvenile Holding Room Standards" ensure that youth are held in accordance to the Federal Juvenile Justice and Delinquency Prevention(JJDP) Act. Law enforcement facility certification occurs annually and files include a facility certification letter and law enforcement policies and procedures which detail juvenile processing and confinement policies and procedures as set forth in the JJDP Act.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Licensing and certification case files, GRS-2511.

AUTHORIZED: 09-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 13991
TITLE: Law enforcement facility certification files

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and Utah Administrative Code R840-8 (1992).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 85063 3
TITLE: Legal files
DATES: 1984-
ARRANGEMENT: alphabetical by subject
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This is a record of the legal files housed in the agency. They range from a variety of topics from grievances, lawsuits and claims. Duplicates may be retained in the Attorney General's office. These are legal files for the Division of Youth Corrections and include legal actions brought against the division. Duplicates may also be retained by the Attorney General's office.

RETENTION:

Retain for 11 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil case files, GRS-2034.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 85063
TITLE: Legal files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23635 3
TITLE: Medicaid remittance files
DATES: 1993-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records document payments to private providers such as: Youth Quest, YWCA, Peer Inc., Caesura Inc., Centro de la Familia, Charter Provo Canyon, Alan Dibble, Ascent, Heritage Youth Service, Wasatch Mental Health, Tristan, Odyssey, Introspect, Intermountain Youth Care, United Community Serv., James Marchel, Madolyn Liebing, Mountain Valley, 4 the Youth, Country Cottage, McKay Dee Psychology, A Better Way, Asian Assoc. of UT, Rocky Mountain Youth, Willow Creek Youth Svs., Dennis Augustus, Sierra House, Behavorial Health, New Leaf, U of U Neuropsychology Institute, Utah Youth Village, Weber St. Child, Youth CareAmerica, Raindancer Youth Services, Quest Mental Health, Step Beyond, Joseph Timmins, and Vista Inc. Information includes: transaction number, first date of service, dates of service, service units, submitted charges, allowed charges, amount recipient owes provider, and amount paid.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23635
TITLE: Medicaid remittance files

(continued)

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23580 3
TITLE: Policy and procedure files
DATES: 1910-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are policies and procedures that govern the operation and administration of various programs within the Division of Juvenile Justice Services. These are policies and procedures that govern the operation and administration of various programs within the Division of Youth Corrections.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program standards, GRS-2515.

AUTHORIZED: 07-01-1999

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23580
TITLE: Policy and procedure files

(continued)

SECONDARY DESIGNATION(S):

Private.	Contains Grievance Records, that includes private information such as Social Security Numbers.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23501 3
TITLE: Population and case management reports
DATES: 1982-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These reports are created by the research, evaluation, and planning team from the Division of Juvenile Justice Services for the purpose of insuring the reliability of information used to support decisions concerning youth correction facilities run by or for the division. This information is also used for research and statistical purposes in compiling reports on facility populations. These reports are created by the research, evaluation, and planning team from the Division of Youth Corrections for the purpose of insuring the reliability of information used to support decisions concerning youth correctional facilities run by or for the division. This information is also used for research and statistical purposes in compiling reports on facility populations.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Population and case management reports, GRS-2513.

AUTHORIZED: 07-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23501
TITLE: Population and case management reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 3230 3

TITLE: Publications

DATES: 1991-

ARRANGEMENT: Chronological by date.

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, rehabilitation, detention, and all other activities of the Division of Juvenile Justice Services. This series consists primarily of isolated publications not part of a more specific series. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 3230
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 27873 1
TITLE: Quality service review
DATES: 2011-
ARRANGEMENT: numerical by case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records in this series are used by the Division of Juvenile Justice Services (DJJS) to:
1. examine key functions of service delivery systems,
2. identify client outcomes and the particular elements of practice that contribute, or are needed, to produce positive results.
Records in the series generate useful information for DJJS as to outcomes for youth and families served, identify strengths and needs of local practice and provide opportunities for improving system performance.
The Review includes background information of DJJS clients and an analysis of how well the division delivered services to the client. The record may include correspondence and supporting documentation of the case review.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Digital Versatile Disk - Rewritable: Retain in Office for 5 years and then transfer to State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 27873
TITLE: Quality service review

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 85064 3
TITLE: Staff training files
DATES: 1980-
ARRANGEMENT: alphabetical by name
DESCRIPTION:

Correspondence, memoranda, reports, and other records relating to the availability and employee participation in training programs sponsored by governmental agencies or non-governmental institutions. This information may also be entered into the Department of Human Resource Management automated system.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Grades, social security number

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 85064
TITLE: Staff training files

(continued)

Protected. Test questions

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2021.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23500 3
TITLE: Vendor payments
DATES: 1996-
ARRANGEMENT: Alphabetical by company name, thereunder chronologically by fiscal year.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 13990 3
TITLE: Youth corrections program standards
DATES: 1981-
ARRANGEMENT: Alphabetical by program name
DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Security and control measures

AGENCY: Department of Health and Human Services. Division of Juvenile Justice and Youth Services

SERIES: 23911 3
TITLE: Youth Parole Authority hearing audio tapes
DATES: 1995-
ARRANGEMENT: Chronological by date of hearing
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The purpose of these tapes is to provide backup and verification of information and judgements made by the Youth Parole Authority board concerning youth offenders. All youth offenders are heard by the board every 6 months. The only time information is sought is when a question arises about a particular judgement.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2002

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).