

## Retention and Classification Report

**Agency:** Utah Juvenile Court and Probation Commission (1386)

, UT

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

03593	*Annual reports
03594	*Audit reports
05460	*Complaints register
03595	*Correspondence
05456	*Orphan's Home record book
03244	*Probation and parole record
22686	*Publications

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 3593

3

**TITLE:** Annual reports

**DATES:** 1907-1985.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains reports of Juvenile Court and Probation Commission activities from the previous year with information pertaining to the commissioner's message, agency activities, organizational structure, case workload, and fiscal and financial operations.

**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.

**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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 3594

3

**TITLE:** Audit reports

**DATES:** 1929-1932.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Report prepared by internal or external auditors as a result of a financial audit.

**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, fiscal, and/or historical value(s).

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 5460

3

**TITLE:** Complaints register

**DATES:** 1907-1908.

**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.

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 3595

3

**TITLE:** Correspondence

**DATES:** 1907-1929.

**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.

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 5456

3

**TITLE:** Orphan's Home record book

**DATES:** 1910-1923.

**ARRANGEMENT:** Chronological by year, thereunder in no regular order

**DESCRIPTION:**

This series is a single ledger containing year-by-year listings of children who were residents of the Orphan's Home in Salt Lake City. The Home was a private endeavor run by the Orphan's Home and Day Nursery Association and was located at 1200 East 1300 South during the time period this record was compiled. The home took in orphans as well as children whose parents were unable to provide adequate support, especially the children of single, divorced, widowed, or abandoned mothers.

This record was created to track the children under the care of the Orphan's Home. In addition to the name of each child, the record book includes columns for noting father's name, mother's name, color, date of birth, place of birth, date of admission, date of discharge, parent's address, the name of the person or authority who had placed the child in the home, a monthly accounting of the cost of maintenance for the child, and miscellaneous remarks. In some cases the record may include information about such things as when a child took employment somewhere or was hospitalized.

While this record was created by a private institution, it apparently came into the possession of the Juvenile Court and Probation Commission at some point in time. The Juvenile Court system would place many children in the Home and certainly been concerned with operation of the home, but the specific reason why the Commission acquired this record is not known.

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**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 5456

**TITLE:** Orphan's Home record book

(continued)

**APPRAISAL:**

These records have historical value(s).

These documents record the activities of the Orphan's home.

**PRIMARY DESIGNATION:**

Private                      This series contains private information (UCA 63G-2-302)

**SECONDARY DESIGNATION(S):**

Public.                      Records in this series concerning individuals under 21 years of age are considered public 100 years after the creation of the record (UCA 63G-2-310)

**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 3244

3

**TITLE:** Probation and parole record

**DATES:** 1962-1967.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

List of juveniles received on parole or probation. Gives number, name, offence, committed date, paroled/released date, and county. Also lists reinstatements and revocations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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**APPRAISAL:**

These records have historical value(s).

This disposition is based on the limited number of juvenile records from this and similar agencies.

**PRIMARY DESIGNATION:**

Exempt



**AGENCY:** Utah Juvenile Court and Probation Commission

**SERIES:** 22686

3

**TITLE:** Publications

**DATES:** 1929-1987.

**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, justice system, youth services and organizations, schools, judges, and all other activities of the Juvenile Court and Probation Commission. This series consists primarily of isolated publications not part of a more specific series.

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**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.

**PRIMARY DESIGNATION:**

Public