

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Youth Corrections. Region 1 (1602)

120 N 200 W, Suite 419  
Salt Lake City, UT 84103

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

25427	*Davis Area Youth Center diversion case files
25449	*Davis Area Youth Center state supervision case files
24282	*Personnel records
25303	*School transcripts (Mill Creek Youth Center)

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25427

3

**TITLE:** Davis Area Youth Center diversion case files

**DATES:** 1995-2005.

**ARRANGEMENT:** Alphabetical by client last name

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths over 8 and under 21 years of age who have been committed or admitted to the custody of the division by the court following adjudication for a delinquent act. Information includes discharge order; information sheet; consumer information sheet; request for discharge from parole; hearing notice; youth parolee's quarterly evaluations; psychological evaluations; Utah State Industrial School admission sheet; scholastic case records; and placement agreement. This record also includes court summons; mug shots; restitution work program; case report; verification of medical eligibility; application for financial, medical, and food stamps; primary person characteristics; service activity form; authorized needs approval/one time payment; correspondence; service activity form; supply list; birth certificate; parole documentation list; social security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary. security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary.

**RETENTION:**

Retain for 100 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

**AUTHORIZED:** 04-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case becomes inactive and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25427

**TITLE:** Davis Area Youth Center diversion case files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25449

3

**TITLE:** Davis Area Youth Center state supervision case files

**DATES:** ca.1998-2005.

**ARRANGEMENT:** Alphabetic by client last name

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths over 10 and under 21 years of age who have been committed or admitted to the custody of the division by the court following adjudication for a delinquent act. Information includes discharge order; information sheet; consumer information sheet; request for discharge from parole; hearing notice; youth parolee's quarterly evaluations; psychological evaluations; Utah State Industrial School admission sheet; scholastic case records; and placement agreement. This record also includes court summons; mug shots; restitution work program; case report; verification of medical eligibility; application for financial, medical, and food stamps; primary person characteristics; service activity form; authorized needs approval/one time payment; correspondence; service activity form; supply list; birth certificate; parole documentation list; social security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

**AUTHORIZED:** 09-01-2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after after closure of case and then transfer to State Records Center. Retain in State Records Center for 26 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25449

**TITLE:** Davis Area Youth Center state supervision case files

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008).

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 24282

3

**TITLE:** Personnel records

**DATES:** ca. 1950-2003.

**ARRANGEMENT:** Alphabetical by employee last name

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Personnel files, GRS-2512.

**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 64 years and then destroy.

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 24282

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2017.

**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25303

3

**TITLE:** School transcripts (Mill Creek Youth Center)

**DATES:** 1972-2005.

**ARRANGEMENT:** Alphabetical by student last name

**DESCRIPTION:**

These records document school transcripts of youths in the Division of Youth Corrections system. This is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission, vocational training admission and employment. Also includes transcripts for students who did not graduate. Information includes name, date of birth, subjects, grades, social security numbers, and correspondence. These records document school transcripts of youths in the Division of Juvenile Justice Services' system. Information includes name, subjects, grades, social security numbers, and correspondence.

**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 School transcripts, GRS-2521.

**AUTHORIZED:** 07-01-2000

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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



**AGENCY:** Department of Human Services. Division of Youth Corrections. Region 1

**SERIES:** 25303

**TITLE:** School transcripts (Mill Creek Youth Center)

(continued)

**PRIMARY DESIGNATION:**

Private