

Retention and Classification Report

Agency: Department of Human Services. Division of Youth Corrections. Region 2 (1603)

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

Records Officer: _____

18174	*Correspondence
19376	*Home detention case files
15097	*Population and case management reports
24034	*Terminated full time/"B" schedule employee files

AGENCY: Department of Human Services. Division of Youth Corrections. Region 2

SERIES: 18174

1

TITLE: Correspondence

DATES: 1970-2005.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

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:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Youth Corrections. Region 2

SERIES: 19376

3

TITLE: Home detention case files

DATES: 1970-2005.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 11 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. UCA 62A-7-121 (1996), specifies that all records maintained by the division are the property of Youth Corrections and shall be returned to it after the offender is terminated from the program.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (2008)
Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Youth Corrections. Region 2

SERIES: 15097

3

TITLE: Population and case management reports

DATES: 1981-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports generated to ascertain population levels of facilities run by or for the Division of Youth Corrections. Information is used for research and statistical purposes.

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 Board of juvenile justice and delinquency prevention minutes, GRS-2500.

AUTHORIZED: 09-01-1995

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). This disposition is based on the secondary historical value to researchers interested in the juvenile justice system in Utah and the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Youth Corrections. Region 2

SERIES: 24034

3

TITLE: Terminated full time/"B" schedule employee files

DATES: 2001-2005.

ARRANGEMENT: Alphanumerical by termination/retirement year and last name

DESCRIPTION:

Personnel files of employees who have terminated their employment with the Division of Youth Corrections or retired from the Division of Youth Corrections. Information includes 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) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation or retirement and then transfer to State Records Center. Retain in

AGENCY: Department of Human Services. Division of Youth Corrections. Region 2

SERIES: 24034

TITLE: Terminated full time/"B" schedule employee files

(continued)

State Records Center for 63 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2017.