

Retention and Classification Report

Agency: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services (3240)

120 North 200 West, Suite 419
Salt Lake City, UT 84103

Records Officer: _____

25872	*Early intervention programs case files
25399	*Financial Information Network (Fi-Net) payment records
14430	Invoices
25998	Shelter care and receiving center case files
25873	Work Camp youth offender case files

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

SERIES: 25872

3

TITLE: Early intervention programs case files

DATES: 1995-2018.

ARRANGEMENT: Chronological by age

DESCRIPTION:

These files document the prevention or early intervention services that are provided to youth offenders between the ages of 8 and 21 in the state of Utah. The records contain information concerning the actions taken by staff to contact parents or guardians of youth offenders, and to evaluate the need for care and services. Specific types of records contained in this series include numerous reports, assessments, psychological evaluations, treatment summaries, correspondence, tracking logs, intake assessments, academic and medical histories, and release/discharge summaries.

RETENTION:

Retain for 21 year(s) after date of birth

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 until end of program and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services
SERIES: 25872
TITLE: Early intervention programs case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)
Protected. UCA 63G-2-305 (2008) Staff daily logs and CPS investigations

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

SERIES: 25399

3

TITLE: Financial Information Network (Fi-Net) payment records

DATES: 1997-2018.

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, travel reimbursements, vendor correspondence and supporting documentation.

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: For records prior to and including 2018. Retain in Office until end of program 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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2018.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

SERIES: 14430

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TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

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 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

SERIES: 25998

3

TITLE: Shelter care and receiving center case files

DATES: 1983-

ARRANGEMENT: Chronological by age.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Shelter Care and Receiving Center case files documents prevention and/or early intervention services provided to youth between the ages of 8 and under the age of 21 in the State of Utah. The files document action taken by staff to contact the youth's parents/guardians and evaluate the need for security, care and services. Records include: Index Card; Youth Services Tracking Log; Documentation Form; Referral Form; Contact Information; Facility Referral Intake Form; Parent Information; Letter of Consent; Agreement Between Parents and Receiving Center to temporarily place a youth; Juvenile Receiving Center Intake Summary; Law Enforcement Referral; Intake Assessment Worksheet; Medical History/Screening; Orientation and Rules; Consumer Rights Policy; Personal Property Inventory; Consent to Release Information; Pro-social Behavior Scale; Safety Scale; Critical Issues Questionnaire; Medication form; Room Inspection Sheet; Youth Services Activity/Documentation Log; and Release/Discharge Summary.

RETENTION:

Retain for 21 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Shelter care and receiving center case files, GRS-2523.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 0 years and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

Computer data files: Retain in Office until subject reaches age

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SERIES: 25998
TITLE: Shelter care and receiving center case files

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21 and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).
Appraisal based on the administrative and legal requirements of the agency.

PRIMARY DESIGNATION:

Private UCA 63G-2-302; UAC R547-12

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304; UAC R547-12
Protected. UCA 63G-2-305

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

SERIES: 25873

3

TITLE: Work Camp youth offender case files

DATES: 1994-

ARRANGEMENT: Chronological by date of birth

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division and assigned to the work camp program by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

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SERIES: 25873

TITLE: Work Camp youth offender case files

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RETENTION:

Retain for 28 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2006

FORMAT MANAGEMENT:

Paper: Retain in Office until subject reaches age 21 and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

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

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