

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Juvenile Justice Services.
Office of Correctional Facilities (3242)

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

Records Officer: _____

25881	Decker Lake Youth Center case files
25522	Financial Information Network (FI-NET) payment records
18753	Juvenile detention records
23246	Mill Creek Youth Center case files
04526	*School transcripts
25882	Slate Canyon Youth Center case files
25883	Wasatch Youth Center case files

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 25881

3

TITLE: Decker Lake Youth Center case files

DATES: 1983-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the Decker Lake Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and academic histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain for 23 year(s)

DISPOSITION:

Destroy.

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 release 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 Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities
SERIES: 25881
TITLE: Decker Lake Youth Center 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)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 25522

3

TITLE: Financial Information Network (FI-NET) payment records

DATES: 2000-

ARRANGEMENT: Alphabetical by vendor name, thereunder numerical by assigned number

ANNUAL ACCUMULATION: 4.50 cubic feet.

DESCRIPTION:

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

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 for 3 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 18753

3

TITLE: Juvenile detention records

DATES: 1970-

ARRANGEMENT: Alphabetical by client surname, thereunder chronological by closure date.

DESCRIPTION:

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 at least 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, and victim information.

RETENTION:

Retain for 21 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: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after youth reaches the age of 18 or until expunged by court order and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency and the policy of the Division of Youth Corrections which states that juvenile detention records shall be kept for a minimum of three years after the youth's 18th birthday unless expungement of the record is otherwise ordered by the court.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities
SERIES: 18753
TITLE: Juvenile detention records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 23246

3

TITLE: Mill Creek Youth Center case files

DATES: 2005-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are files compiled on youth offenders placed in the Mill Creek Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, academic histories, police reports, assessments, psychological and psychiatric evaluations, treatment plans, and medical and dental records.

RETENTION:

Retain for 23 year(s) after case is closed

DISPOSITION:

Destroy.

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 release 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 Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 23246

TITLE: Mill Creek Youth Center 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)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 4526

3

TITLE: School transcripts

DATES: 1970-2005.

ARRANGEMENT: Numerical by student number

DESCRIPTION:

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 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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 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 juvenile corrections issues in Utah.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 25882

3

TITLE: Slate Canyon Youth Center case files

DATES: 1997-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the custody of the Slate Canyon Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and academic histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans. 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:

Retain for 23 year(s)

DISPOSITION:

Destroy.

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

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities
SERIES: 25882
TITLE: Slate Canyon Youth Center case files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after release 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) Medical, psychiatric, and psychological data
Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 25883

3

TITLE: Wasatch Youth Center case files

DATES: 1997-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files compiled on youth offenders placed in the custody of the Wasatch Youth Center by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and educational histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain for 23 year(s)

DISPOSITION:

Destroy.

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 release 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 Health and Human Services. Division of Juvenile Justice Services. Office of Correctional Facilities

SERIES: 25883

TITLE: Wasatch Youth Center 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)