

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Juvenile Justice Services.
Office of Youth Services. (4569)

,

Records Officer: _____

25874	Diversion programs case files
25377	Financial Information Network payment records - Springville
25903	Medicaid files
22706	Rural juvenile detention records
25875	Shelter Care and Receiving Center case files
25876	Southwest Utah Youth Center case files (Cedar City)
25896	Youth offender case files (Blanding office)
25904	Youth offender case files (Cedar City office)
22707	Youth offender case files (Logan office)
25897	Youth offender case files (Price office)
25898	Youth offender case files (Richfield office)
25899	Youth offender case files (St. George office)
25900	Youth offender case files (Vernal office)

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

SERIES: 25874

3

TITLE: Diversion programs case files

DATES: 1995-

ARRANGEMENT: Chronological by age

ANNUAL ACCUMULATION: 26.00 cubic feet.

DESCRIPTION:

These files document the prevention or early intervention services provided to youth offenders between the ages of 10 and 21 in the state of Utah. These files are created and compiled by the staff while the youth are in the custody of the Division of Juvenile Justice Services. Specific types of records contained in this series include mental and psychological evaluations, court orders and reports, logs, treatment summaries, risk and intake assessments, correspondence, probation reports, rap sheets, 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 subject reaches age 21 and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Youth Services.
SERIES: 25874
TITLE: Diversion programs case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

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

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

SERIES: 25377

3

TITLE: Financial Information Network payment records - Springville Community Programs

DATES: 2000-

ARRANGEMENT: Numerical by vendor number

ANNUAL ACCUMULATION: 4.00 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 2 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 5 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 Youth Services.

SERIES: 25903

3

TITLE: Medicaid files

DATES: 2001-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records are used to determine eligibility of program participants for Medicaid services for youth offenders under state supervision. Specific types of documents include Medicaid applications, copies of birth certificates, parental income declaration forms, and copies of placement services contracts.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medicaid files, GRS-2524.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

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

SERIES: 22706

3

TITLE: Rural juvenile detention records

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 3.00 cubic feet.

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 is authorized by Archives general schedule Juvenile detention records, GRS-2508.

AUTHORIZED: 06-01-2006

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on Utah Administrative Code 542-2-6(1)(e) (1993), which specifies that these records be kept for a minimum of three years after the youth reaches his/hers eighteenth birthday unless an expungent is ordered by the courts, and the administrative needs expressed by the agency.

AGENCY: Department of Health and Human Services. Division of Juvenile Justice Services. Office of Youth Services.
SERIES: 22706
TITLE: Rural 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 Youth Services.

SERIES: 25875

3

TITLE: Shelter Care and Receiving Center case files

DATES: 1983-

ARRANGEMENT: Chronological by age

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The Shelter Care and Receiving centers offer immediate care to youth offenders in the case that an arresting officer cannot find a responsible adult to take custody of the youth. Efforts to contact the youth's parents are immediately taken. These centers are one of the early intervention services administered by the Division of Juvenile Justice Services for youth offenders between the age of 8 and 21. A file is kept on each youth during his/her stay at one of these centers. 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 Shelter care and receiving center case files, GRS-2523.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office until subject reaches age 21 and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 25875

TITLE: Shelter Care and Receiving 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 Youth Services.

SERIES: 25876

3

TITLE: Southwest Utah Youth Center case files (Cedar City)

DATES: 1987-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files kept on youth offenders who enter the Southwest Utah Youth Center secure care 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) after separation

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 Youth Services.

SERIES: 25876

TITLE: Southwest Utah Youth Center case files (Cedar City)

(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 Youth Services.

SERIES: 25896

3

TITLE: Youth offender case files (Blanding office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25896

TITLE: Youth offender case files (Blanding office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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).

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 Youth Services.

SERIES: 25904

3

TITLE: Youth offender case files (Cedar City office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25904

TITLE: Youth offender case files (Cedar City office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

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

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

SERIES: 22707

3

TITLE: Youth offender case files (Logan office)

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 4.00 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 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.

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

SERIES: 22707

TITLE: Youth offender case files (Logan office)

(continued)

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 case closes and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the secondary historical value to researchers interested in juvenile offenders and Utah Administrative Code R542-2-2(e) ((1992), which specifies that these records be retained for a minimum of 21 years.

PRIMARY DESIGNATION:

Private

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

SERIES: 22707

TITLE: Youth offender case files (Logan office)

(continued)

SECONDARY DESIGNATION(S):

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

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

SERIES: 25897

3

TITLE: Youth offender case files (Price office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25897

TITLE: Youth offender case files (Price office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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).

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 Youth Services.

SERIES: 25898

3

TITLE: Youth offender case files (Richfield office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25898

TITLE: Youth offender case files (Richfield office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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 until release and then transfer to State Records Center. Retain in State Records Center for 23 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)

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

SERIES: 25899

3

TITLE: Youth offender case files (St. George office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25899

TITLE: Youth offender case files (St. George office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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).

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 Youth Services.

SERIES: 25900

3

TITLE: Youth offender case files (Vernal office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 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.

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

SERIES: 25900

TITLE: Youth offender case files (Vernal office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

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).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

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

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