

Retention and Classification Report

Agency: Utah Juvenile Court and Probation Commission (1386)

, UT

Records Officer

03593 *Annual reports
03594 *Audit reports
05460 *Complaints register
03595 *Correspondence
05456 *Orphan's Home record book
03244 *Probation and parole record
22686 *Publications

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 3593

3

TITLE: Annual reports

DATES: 1907-1985.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports of Juvenile Court and Probation Commission activities from the previous year with information pertaining to the commissioner's message, agency activities, organizational structure, case workload, and fiscal and financial operations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently after microfilming.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records serve to document the history of the agency and document agency activities, organizational structure, case workload, and fiscal and financial operations

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 3593

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 3594

3

TITLE: Audit reports

DATES: 1929-1932.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 5460

3

TITLE: Complaints register

DATES: 1907-1908.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 3595

3

TITLE: Correspondence

DATES: 1907-1929.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 5456

3

TITLE: Orphan's Home record book

DATES: 1910-1923.

ARRANGEMENT: Chronological by year, thereunder in no regular order

DESCRIPTION:

This series is a single ledger containing year-by-year listings of children who were residents of the Orphan's Home in Salt Lake City. The Home was a private endeavor run by the Orphan's Home and Day Nursery Association and was located at 1200 East 1300 South during the time period this record was compiled. The home took in orphans as well as children whose parents were unable to provide adequate support, especially the children of single, divorced, widowed, or abandoned mothers.

This record was created to track the children under the care of the Orphan's Home. In addition to the name of each child, the record book includes columns for noting father's name, mother's name, color, date of birth, place of birth, date of admission, date of discharge, parent's address, the name of the person or authority who had placed the child in the home, a monthly accounting of the cost of maintenance for the child, and miscellaneous remarks. In some cases the record may include information about such things as when a child took employment somewhere or was hospitalized.

While this record was created by a private institution, it apparently came into the possession of the Juvenile Court and Probation Commission at some point in time. The Juvenile Court system would place many children in the Home and certainly be concerned with operation of the home, but the specific reason why the Commission acquired this record is not known.

STATE RECORDS COMMITTEE STATUS:

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AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 5456

TITLE: Orphan's Home record book

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These documents record the activities of the Orphan's home.

PRIMARY CLASSIFICATION:

Private This series contains private information (UCA 63G-2-302)

SECONDARY CLASSIFICATION(S):

Public. Records in this series concerning individuals under 21 years of age are considered public 100 years after the creation of the record (UCA 63G-2-310)

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 3244

3

TITLE: Probation and parole record

DATES: 1962-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

List of juveniles received on parole or probation. Gives number, name, offence, committed date, paroled/released date, and county. Also lists reinstatements and revocations.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This disposition is based on the limited number of juvenile records from this and similar agencies.

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 22686

3

TITLE: Publications

DATES: 1929-1987.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, justice system, youth services and organizations, schools, judges, and all other activities of the Juvenile Court and Probation Commission. This series consists primarily of isolated publications not part of a more specific series.

STATE RECORDS COMMITTEE STATUS:

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APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: Utah Juvenile Court and Probation Commission

SERIES: 22686

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public