

Retention and Classification Report

Agency: Utah State Industrial School (532)

, UT

Records Officer

18066 *Administrative records
02596 *Annual reports
02592 *Board minutes
02597 *Heat plant correspondence
19615 *Inmate case file index
03371 Inmate case files
27223 *Orders of commitment
18065 *Publications
18183 Warrant registers

AGENCY: Youth Development Center

SERIES: 18066

3

TITLE: Administrative records

DATES: 1955-1969.

ARRANGEMENT:

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

Correspondence, minutes, budgets, audits, building needs, and reports.

RETENTION:

Retain 0.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 with authority to weed.

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

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

AGENCY: Youth Development Center

SERIES: 18066

TITLE: Administrative records

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

AGENCY: Youth Development Center

SERIES: 2596

3

TITLE: Annual reports

DATES: 1896-1969.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

These annual and biennial reports which concern activities of the previous year, are submitted to the Governor. The reports contain information pertaining to funding, population trends at the school, group living, medical conditions, recreational activities, social service, academic achievements, building and grounds, and recommendations for the school.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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.

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

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

AGENCY: Youth Development Center

SERIES: 2596

TITLE: Annual reports

(continued)

APPRAISAL:

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

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Youth Development Center

SERIES: 2592

3

TITLE: Board minutes

DATES: 1888-1941.

ARRANGEMENT: Chronological.

TOTAL VOLUME:

DESCRIPTION:

Minutes of the industrial school board of trustees and officers.
The minutes document activities at the reform school.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Youth Development Center

SERIES: 2592

TITLE: Board minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Youth Development Center

SERIES: 2597

3

TITLE: Heat plant correspondence

DATES: 1910-1911.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME:

DESCRIPTION:

Correspondence, invoices, etc. regarding the heating plant at the industrial school.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

From the description, this correspondence appears to be transitory in nature. Reappraise.

PRIMARY CLASSIFICATION:

Public

AGENCY: Youth Development Center

SERIES: 19615

3

TITLE: Inmate case file index

DATES: 1928-1972.

ARRANGEMENT: Chronological

TOTAL VOLUME:

DESCRIPTION:

These index cards document information about youths committed to the Utah State Industrial School in Ogden, Utah. The Utah State Industrial School was absorbed by the Department of Human Services, Division of Youth Corrections in 1972. Information includes name, inmate number, address, birthdate, commitment date, committing judge, criminal offense, and discharge date.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Paper: Retain in Office until administrative need ends and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Youth Development Center

SERIES: 19615

TITLE: Inmate case file index

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in youth corrections institutions in Utah.

PRIMARY CLASSIFICATION:

Private

AGENCY: Youth Development Center

SERIES: 3371

3

TITLE: Inmate case files

DATES: 1889-1983

ARRANGEMENT: by gender, thereunder numerically by case number

TOTAL VOLUME: 150.00 cubic feet.

DESCRIPTION:

These files document juveniles sent to the Utah State Industrial school from 1928-1972. This facility is also known as the Reform School. It was incorporated into the Department of Human Services, Division of Youth Corrections in 1973. These case files are accessed through a comprehensive index card system. The index cards are separated by gender. Information includes, age, birthdate, criminal information, admittance and release dates, psychological and psychiatric information, and medical information. Permission to reference these case files must be obtained from the Division of Youth Corrections, Mill Creek Youth Center, 790 West 12th Street, Ogden, Utah (334-0210).

RETENTION:

Retain 1 year.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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 Office for 1 year after case closes and then transfer to State Archives with authority to weed.

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

Microfilm duplicate: Retain in Office until administrative value has been met and then destroy.

AGENCY: Youth Development Center

SERIES: 3371

TITLE: Inmate case files

(continued)

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical

This disposition is based on the secondary historical value to researchers interested in the juvenile justice system in Utah.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 62-2-303(1) thru 62-2-303(3) (2008)

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

AGENCY: Youth Development Center

SERIES: 27223

1

TITLE: Orders of commitment

DATES: 1937-1959.

ARRANGEMENT: Roughly chronological

TOTAL VOLUME:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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APPRAISAL:

Historical Legal

These records have historical and legal value as documentation of institutional commitment of individuals by the State.

AGENCY: Youth Development Center

SERIES: 18065

3

TITLE: Publications

DATES: 1946-1981.

ARRANGEMENT: Chronological

TOTAL VOLUME:

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, facilities, curriculum, education, rehabilitation, food services, agency activities, agency staff, and all other activities of the Youth Development Center (State Industrial School). This series consists primarily of isolated publications not part of a more specific series.

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 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 through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed

AGENCY: Youth Development Center

SERIES: 18065

TITLE: Publications

(continued)

documents created by the agency to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Youth Development Center

SERIES: 18183

3

TITLE: Warrant registers

DATES: 1921-1928

ARRANGEMENT:

TOTAL VOLUME:

DESCRIPTION:

This shows the amount paid out for supplies, wages, equipment and to whom the money was paid. It also provides the warrant number.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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