

# Retention and Classification Report

**Agency:** Juvenile Court (First District) (544)

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## Records Officer

82982 Expungements  
03284 Juvenile case files  
82971 \*Juvenile court cases  
82924 Personnel records  
03599 \*Record books  
23727 \*Statistical reports

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82982

3

**TITLE:** Expungements

**DATES:** 1988-

**ARRANGEMENT:** Numerical by case file

**DESCRIPTION:**

These are records that have been expunged in accordance with Utah State law.

**RETENTION:**

Retain 28 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 07/1997

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 28 years and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.03 (9), CJA

**AGENCY:** Juvenile Court (First District)

**SERIES:** 3284

3

**TITLE:** Juvenile case files

**DATES:** 1901-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files document juvenile cases handled by the juvenile court.

**RETENTION:**

Retain 28 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

Microfilm master: Retain in State Records Center for 28 years and then destroy.

**APPRAISAL:**

Administrative

Records have temporary administrative value and may be destroyed according to retention schedule.

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.03(9), CJA

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82971

3

**TITLE:** Juvenile court cases

**DATES:** 1907-1912.

**ARRANGEMENT:** numerical by case number

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 28 years after birth date of subject of record and then destroy.

**APPRAISAL:**

Historical

The Judicial Council has scheduled these records to be destroyed after the juvenile has reached majority, but because of their historical value they will be retained permanently. Few juvenile cases have survived and have traditionally been destroyed after the juvenile reaches the age of twenty-one to protect the juvenile. These records are older than 75 years and may be opened to research.

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82924

3

**TITLE:** Personnel records

**DATES:** i 1957-

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

Contains complete employee personnel documentation. INCLUDES letters of recommendation, resumes, applications, performance review, salary information, and any annual and sick leave taken.

**RETENTION:**

Retain 65 years after separation or retirement of employee

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Microfilm master: Retain in Office for 2 years after separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

**APPRAISAL:**

Administrative Legal

**AGENCY:** Juvenile Court (First District)

**SERIES:** 82924

**TITLE:** Personnel records

(continued)

**PRIMARY DESIGNATION:**

Exempt Rule 4-202.03 (9) , CJA

**SECONDARY DESIGNATION(S):**

Controlled. 17 personal data elements

**AGENCY:** Juvenile Court (First District)

**SERIES:** 3599

3

**TITLE:** Record books

**DATES:** 1907-1908.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Juvenile Court (First District)

**SERIES:** 23727

3

**TITLE:** Statistical reports

**DATES:** 1925-1927.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These two booklets are a statistical report of juvenile cases in the First Judicial District, in and for Rich, Cache, and Box Elder counties. For each month, for both boys and girls, forms log the type (e.g., truancy, petit larceny, indecent conduct, etc.) and number of offenses; the type (e.g., suspended sentence, committed to industrial school, etc.) and number of dispositions by the court; a count on the nativity of parents; and a count of reappearances.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting juvenile court statistics as well as the valuable information they contain related to socioeconomic data.

**PRIMARY DESIGNATION:**

Public