

Retention and Classification Report

Agency: Juvenile Court (First District) (544)

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Records Officer

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

AGENCY: Juvenile Court (First District)

SERIES: 3284

3

TITLE: Case files

DATES: 1901-1978.

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

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

RETENTION:

Retain 28 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 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.

AGENCY: Juvenile Court (First District)

SERIES: 3284

TITLE: Case files

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03(9), CJA

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.

STATE RECORDS COMMITTEE STATUS:

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

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.

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

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

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:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 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 This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

AGENCY: Juvenile Court (First District)

SERIES: 82924

TITLE: Personnel records

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9) , CJA

SECONDARY CLASSIFICATION(S):

Controlled. 17 personal data elements

AGENCY: Juvenile Court (First District)

SERIES: 3599

3

TITLE: Record books

DATES: 1907-1908.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

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

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.

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.

STATE RECORDS COMMITTEE STATUS:

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

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.

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 CLASSIFICATION:

Public