

# Retention and Classification Report

**Agency:** Juvenile Court (Second District) (545)

P.O. Box 140444  
800 West State Street  
Farmington, UT 84025-0444  
801-395-1050

## Records Officer

01969 Case files  
05146 \*Case register  
03598 \*Complaints docket books  
03606 \*Correspondence  
03646 \*Minute books  
03597 \*Registration books  
05169 \*Salt Lake County employer salary ledger  
15561 \*Weber County case files

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

**SERIES:** 1969

3

**TITLE:** Case files

**DATES:** 1907-

**ARRANGEMENT:** Chronological according to birth year

**DESCRIPTION:**

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

**RETENTION:**

Retain 28 years after birth year of subject

**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 Office for 18 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in Office for 28 years after birth date of subject of record and then destroy.

Microfilm duplicate: Retain in Office for 28 years after birth date of subject of record and then destroy.

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

**SERIES:** 1969

**TITLE:** Case files

(continued)

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03(9),CJA; (sealed)

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

**SERIES:** 5146

3

**TITLE:** Case register

**DATES:** 1907-1913.

**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 Records Center for 28 years after birth date of subject of record and then destroy.

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

**SERIES:** 3598

3

**TITLE:** Complaints docket books

**DATES:** 1909-1949.

**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 Records Center for 28 years after birth date of subject of record and then destroy.

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

**SERIES:** 3606

3

**TITLE:** Correspondence

**DATES:** 1912-1936.

**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.

**PRIMARY CLASSIFICATION:**

Private

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

**SERIES:** 3646

3

**TITLE:** Minute books

**DATES:** 1906-1912.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 with authority to weed.

**APPRAISAL:**

Historical

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.

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9) , CJA

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

**SERIES:** 3597

3

**TITLE:** Registration books

**DATES:** 1907-1920.

**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.

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03(9), CJA



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

**SERIES:** 5169

3

**TITLE:** Salt Lake County employer salary ledger

**DATES:** 1963-1965.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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 with authority to weed.

**PRIMARY CLASSIFICATION:**

Exempt Rule 4-202.03 (9) , CJA

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

**SERIES:** 15561

3

**TITLE:** Weber County case files

**DATES:** 1920-1947.

**ARRANGEMENT:** Alphabetical by last name.

**DESCRIPTION:**

These are juvenile court case files.

**RETENTION:**

Retain 28 years after birth date of subject of record.

**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.

**PRIMARY CLASSIFICATION:**

Exempt Rule