

Retention and Classification Report

Agency: Juvenile Court (Fourth District) (547)
755 West Center Street
Spanish Fork, UT 84660
801-373-6579

Records Officer

17501 Case files
09590 Juvenile social files
17502 *Piute County minutes
09589 Utah County case files
84164 *Wasatch County juvenile court minute book

AGENCY: Juvenile Court (Fourth District)

SERIES: 17501

TITLE: Case files

DATES: 1929-1957

ARRANGEMENT:

DESCRIPTION:

3

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 after birth date of subject of record and then destroy.

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

AGENCY: Juvenile Court (Fourth District)

SERIES: 9590

3

TITLE: Juvenile social files

DATES: 1970-

ARRANGEMENT: Chronological by birth date , thereunder alphabetical by surname

DESCRIPTION:

These case files document juveniles handled by the juvenile court in Juab County. They contain documents and other information with restricted access and classified confidential. The files are red stamped with "Confidential." They include psychological, psychiatric, and other medical records, and treatment and service plans.

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 10 years and then transfer to State Records Center. Retain in State Records Center until the juvenile reaches the age of 28 and then destroy.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9) , CJA

AGENCY: Juvenile Court (Fourth District)

SERIES: 17502

3

TITLE: Piute County minutes

DATES: 1907-1911.

ARRANGEMENT: chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

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.

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

Microfilm duplicate: 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.

APPRAISAL:

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

Disposition based on documentation about individuals, legal procedure, court history and functions.

AGENCY: Juvenile Court (Fourth District)

SERIES: 17502

TITLE: Piute County minutes

(continued)

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03(9) , CJA

AGENCY: Juvenile Court (Fourth District)

SERIES: 9589

3

TITLE: Utah County case files

DATES: 1969-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

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 Office until the subject of record turns 21 years old and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9) , CJA

AGENCY: Juvenile Court (Fourth District)

SERIES: 84164

3

TITLE: Wasatch County juvenile court minute book

DATES: 1907-1913.

ARRANGEMENT: Chronological

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

This volume contains an account of the proceedings of juvenile court. It includes: date, names of judge and juvenile, complaint or charge, a summary of the situation, case number, and decision rendered (fines levied, probation, jail sentence, or release).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 9 years and then transfer to State Archives.

APPRAISAL:

Historical

This retention is based on the historical value of these records. Since juvenile records are usually destroyed the survival of this volume is quite unusual. It is important historically to document crimes committed by juveniles during the early twentieth century and the treatment they received in juvenile court. Since this volume is older than seventy-five years it may be opened to research.

PRIMARY CLASSIFICATION:

Exempt Rule 4-202.03 (9) , CJA