

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 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.

RETENTION:

Retain 28 years from date of birth of subject.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 years after date of birth of subject and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

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:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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 DESIGNATION:

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).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

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 DESIGNATION:

Exempt Rule 4-202.03 (9) , CJA