Retention and Classification Report

Agency: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (First District) (544)
43 North Main
P.O. Box 873
Brigham City, UT 84302-0873
435-734-4610

Records Officer: _____

82982	Expungements
03284	Juvenile case files
28966	Juvenile cases involving adults or serious youth offenders a
82924	Personnel records

AGENCY: Judicial Council. Board of Juvenile Court Judges. 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 for 28 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 07/1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s).

PRIMARY DESIGNATION:

Exempt Rule 4-202.03 (9), CJA

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (First District)

SERIES: 3284 3

TITLE: Juvenile case files

DATES: 1901-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These records support the agency's function to adjudicate matters that relate to abused, neglected, and dependent children and to administer appropriate sanctions on juveniles who commit felonies (Utah Code 78A-6-102 (2008)). Records detail interactions between the subjects, families, courts, and other civil entities involved in tracking the behavior and well-being of all parties concerned. Information includes court decisions, actions, and evidence such as medical or psych evaluations, school records, and community service documentation.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Exempt Rule 4-202.03(9), CJA

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (First District)

SERIES: 28966 3
TITLE: Juvenile cases involving adults or serious youth offenders as subjects
DATES: 1959-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to provide care and protection for children by placement, protection and custody orders, and to administer appropriate sanctions on minors over the age of sixteen who commit serious offenses (Utah Code 78A-6-102 (2008) and 78A-6-702 (2014)). Records document juvenile court proceedings involving adults, or minors who are tried as adults, as subjects, and include parental rights termination orders, adoption files, child protective orders, Sexual Abuse Registry substantiation hearings, and serious youth offender case files.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2016. Juvenile Court:(B)(6)(a)Permanent: Adoption;cohabitant abuse;terminate parental rights;serious

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records document legal rights of individuals: cessation of parental rights (Utah Code 78A-6-503 (2013)), adoption procedures (Utah Code 78A-6-104 (2008)), protective orders (Utah Code 78B-7-106 (2014) and Utah Code 78A-6-323 (2012)), and serious youth offenders (Utah Code 78A-6-701 (2014)).

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (First District)

SERIES: 28966
TITLE: Juvenile cases involving adults or serious youth offenders as subjects

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PRIMARY DESIGNATION:

Exempt Judicial Council Rule of Judicial Administration 4-202.03

SECONDARY DESIGNATION(S):

Exempt. Utah Code 78B-6-141 (2012)

AGENCY: Judicial Council. Board of Juvenile Court Judges. 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 pf recommendation, resumes, applications, performance review, salary information, and any annual and sick leave taken.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

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:

These records have administrative, and/or legal value(s).

AGENCY: Judicial Council. Board of Juvenile Court Judges. Juvenile Court (First District)

SERIES: 82924
TITLE: Personnel records

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PRIMARY DESIGNATION:

Exempt Rule 4-202.03 (9) , CJA

SECONDARY DESIGNATION(S):

Controlled. 17 personal data elements