Retention and Classification Report

Agency: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs (3239)

120 North 200 West, Suite 419
Salt Lake City, UT 84103

Records Officer: _____

23063	Financial Information Network payment records
24868	Medicaid records
25993	Youth offender case files (Davis County office)
13969	Youth offender case files (Ogden office)
13318	Youth offender case files (Orem office)
06570	Youth offender case files (Salt Lake City)
27918	Youth offender case files (Springville Office)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 23063 3

TITLE: Financial Information Network payment records

DATES: 1990-

ARRANGEMENT: Numerical by document number

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 24868 3

TITLE: Medicaid records

DATES: 1995-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records are used to determine eligibility of program participants for Medicaid services for youth offenders under state supervision. Specific types of documents include Medicaid applications, copies of birth certificates, parental income declaration forms, and copies of placement services contracts.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medicaid files, GRS-2524.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 25993 3

TITLE: Youth offender case files (Davis County office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the Court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information ; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement (PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual , family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asses declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 25993

TITLE: Youth offender case files (Davis County office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

AUTHORIZED: 09-01-2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after termination and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 13969 3

TITLE: Youth offender case files (Ogden office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 13969
TITLE: Youth offender case files (Ogden office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

AUTHORIZED: 09-01-2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 13318 3

TITLE: Youth offender case files (Orem office)

DATES: 1970-

ARRANGEMENT: Chronological by date of release.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths over 10 and under 21 years of age who have been committed or admitted to the custody of the division by the court following adjudication for a delinquent act. Information includes discharge order; information sheet; consumer information sheet; request for discharge from parole; hearing notice; youth parolee's quarterly evaluations; psychological evaluations; Utah State Industrial School admission sheet; scholastic case records; and placement agreement. This record also includes court summons; mug shots; restitution work program; case report; verification of medical eligibility; application for financial, medical, and food stamps; primary person characteristics; service activity form; authorized needs approval/one time payment; correspondence; service activity form; supply list; birth certificate; parole documentation list; social security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary.

RETENTION:

Retain for 23 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

AUTHORIZED: 09-01-2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 13318

TITLE: Youth offender case files (Orem office)

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and Utah Administrative Code R542-2-5(E) (1992), which specifies that these records be retained for at least 21 years. Also, these records have a secondary historical value to researchers interested in Utah youth corrections policies.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 62-2-303 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 6570 3

TITLE: Youth offender case files (Salt Lake City)

DATES: 1978-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 6570

TITLE: Youth offender case files (Salt Lake City)

(continued)

RETENTION:

Retain for 23 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after termination and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 27918 3

TITLE: Youth offender case files (Springville Office)

DATES: 2008-

ARRANGEMENT: alphabetical by surname

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the Court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information ; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement (PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual , family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asses declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services. Office of Community Programs

SERIES: 27918
TITLE: Youth offender case files (Springville Office)

(continued)

RETENTION:

Retain for 23 year(s) after separation

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

AUTHORIZED: 09-01-2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:
Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):
Controlled. UCA 63G-2-304 (2008)