

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services (3240)

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

**Records Officer:** \_\_\_\_\_

14430	Invoices
25998	Shelter care and receiving center case files
25873	Work Camp youth offender case files

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

**SERIES:** 14430

1

**TITLE:** Invoices

**DATES:** 1980-

**ARRANGEMENT:** Numerical by invoice number

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

**SERIES:** 25998

3

**TITLE:** Shelter care and receiving center case files

**DATES:** 1983-

**ARRANGEMENT:** Chronological by age.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

Shelter Care and Receiving Center case files documents prevention and/or early intervention services provided to youth between the ages of 8 and under the age of 21 in the State of Utah. The files document action taken by staff to contact the youth's parents/guardians and evaluate the need for security, care and services. Records include: Index Card; Youth Services Tracking Log; Documentation Form; Referral Form; Contact Information; Facility Referral Intake Form; Parent Information; Letter of Consent; Agreement Between Parents and Receiving Center to temporarily place a youth; Juvenile Receiving Center Intake Summary; Law Enforcement Referral; Intake Assessment Worksheet; Medical History/Screening; Orientation and Rules; Consumer Rights Policy; Personal Property Inventory; Consent to Release Information; Pro-social Behavior Scale; Safety Scale; Critical Issues Questionnaire; Medication form; Room Inspection Sheet; Youth Services Activity/Documentation Log; and Release/Discharge Summary.

**RETENTION:**

Retain for 21 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Shelter care and receiving center case files, GRS-2523.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 0 years and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

Computer data files: Retain in Office until subject reaches age

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services  
**SERIES:** 25998  
**TITLE:** Shelter care and receiving center case files

(continued)

21 and then delete.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Appraisal based on the administrative and legal requirements of the agency.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302; UAC R547-12

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304; UAC R547-12  
Protected. UCA 63G-2-305

**AGENCY:** Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services

**SERIES:** 25873

3

**TITLE:** Work Camp youth offender case files

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date of birth

**ANNUAL ACCUMULATION:** 2.00 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 and assigned to the work camp program 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 Early Intervention Services

**SERIES:** 25873

**TITLE:** Work Camp youth offender case files

(continued)

**RETENTION:**

Retain for 28 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office until subject reaches age 21 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).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

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

Protected. UCA 63G-2-305 (2008)