

## Youth Services

Record Title	Description	Retention	Classification	Comments	Schedule #
ADMI/Incentive Leave Requests	These are Supervisor approved hard copy requests for ADMI/Incentive Leave. Individual incentive coupons and multi hour Incentive coupons are affixed to each request and verified each T&A. They are sorted alphabetically by employee for each pay period.	9 years	Primary: Public Secondary: Private UCA 63G-2-302(1)(f) 2009	(Original) Retention required per federal AOD grant programs.  Private data is personal identifiers and health-related information. Approved by GRAMPA 5/27/2010.	YS-002
Case Management Files	These files document services provided to clients of the YES Program. They include: eligibility information, interview notes, employment and education records, expenditure documentation, release forms, etc.	5 years	Private UCA 63-2-302(1)(a) 2005	Approved by GRAMPA 5/19/2005. Never enrolled archive files stay in YES office for calendar year and are archived in binders and/or folders sorted alphabetically and by year. [Program moved from Community Resources and Development to Youth Service]	YS-015
Client Case Files	These files document youths receiving treatment at the Salt Lake County Youth Services. This is a licensed facility providing short term counseling services of less than sixty days to youths between the ages of eight and eighteen. Their clients are runaways and youths with ungovernable behavior who have not committed crimes. Therapists work with the parents to provide appropriate treatment. The case files are closed after treatment has been completed, but may be reopened for any subsequent treatment. The client files include the Family Services intake referral, Youth intake services form, Youth alcohol and drug information form, initial interview sheet, and progress notes.	Retain in Office until youth reaches age of nineteen, then transfer to Record Center. Retain in Record Center for 5 years and then destroy.	Private	Approved by State Records Committee 9/3/1993	YS-001
CNP Billing (Food Records)	These records document the monthly CNP billing. The documents include the Point of Serve/Snack Roster/Client Activity Logs and Production Records.	4 years	Private	(Original)	YS-003
Contracts	These are original contracts for goods or services, as well as revenue-producing contracts, between Youth Services and various contractors.	1 year	Public	(Copy)	YS-004
Deposits (Cash Receipts)	These are the daily deposits of the Division including the cash receipt forms provided by the Auditor's Office.	1 year	Public	(Copy)	YS-005
Journal Vouchers	These are monthly adjustment entries to the General Ledger accounts. They include date, number, line item code, program code, brief explanation of the adjustment, debit and credit amount, and usually supporting documentation.	1 year	Public	(Copy)	YS-006
Long Distance Charges (Verizon Statements)	These are billings from long distance carriers for all DYS programs including the individual staff cell phone statements.	1 year	Public	(Copy)	YS-007
P-Card Purchases (Receipts)	These records document the procurement of goods and services. These purchases are made using the County Purchasing (credit cards).	9 years	Public	(Original) May keep 2 years in office if space permits.  Retention required per federal AOD grant programs. Approved by GRAMPA 5/27/2010.	YS-008
Petty Cash (MPF Form 2)	This is the request for a change or establishment of petty cash funds and custodians.	1 year	Public	(Copy)	YS-009
Petty Cash Audits	These are the bi-annual petty cash/custodian reviews. The cash boxes are verified and each voucher examined for accuracy. Review letters are sent to each custodian and program manager.	9 years	Public	(Original) Retention required per federal AOD grant programs. Approved by GRAMPA 5/27/2010.	YS-010
Petty Cash Vouchers	The petty cash vouchers are attached to the request for reimbursement. The request is maintained as part of the invoice and accounts payable	1 year	Public	(Copy)	YS-011

## Youth Services

Record Title	Description	Retention	Classification	Comments	Schedule #
	file under the name of the petty cash custodian.				
Purchasing	These records document the procurement of goods and services. These purchases are made through the AMS Purchasing System.	9 years	Public	(Original) May keep 2 years in office if space permits.  Retention required per federal AOD grant programs. Approved by GRAMPA 5/27/2010.	YS-012
Surveillance Video and Audio	These records are used for surveillance of residential programs, administrative areas, conference rooms, hallways, waiting rooms, parking lots and other areas relating to Youth Services facilities and functions. They document activities and individuals and are used by staff for security and management purposes. They include video and audio of clients, staff and the public.	Maintain until overwritten.	Primary: Exempt UCA 63G-2-106 and HIPAA 45 CFR part 164. Secondary: Public	(Approved By GRAMPA May 22, 2014)	YS-017
Terminated Employee Files	These are the Personnel files of all terminated employees. These are mandatory training records, yearly BCI applications, discipline records, PAF changes, letters and yearly evaluations. All HIPPA records are maintained in a separate locked file.	Retain in office 9 years.	Primary: Private UCA 63G-2-302(1)(f) Secondary: Public: UCA 63-2-301(1)(b)	(Original) Retention required per federal AOD grant programs. Approved by GRAMPA 5/27/2010.	YS-013
Terminated Worksite Agreement	These records documents worksite information and are renewed from year to year. They include: SSI qualification records, social security cards, birth certificates, personal financial records, or any personal information that verified qualification for the program. Terminated Archive: Were once actively enrolled clients (typically with substantial records) who have been through 12 months of follow-up and are then archived and filed alphabetically by calendar year as "terminated youth."	6 years	Private UCA 63-2-302(1)(a) 2005	Approved by GRAMPA 5/19/2005. [Program moved from Community Resources and Development to Youth Service.]	YS-016
Time & Attendance (T&A)	These are hard copies of bi-monthly Division T&A processes. They include explanations of T&A functions used for each payroll. All relevant documentation for each pay period: PAFs; time reconciliation; changes; late time cards; and written explanations; check registers and weekly Program sign in/out sheets. Also included are Supervisor approved weekly hard copy Time cards for TEMP/Emergency Hires used in each Program.	9 years	Primary: Public Secondary: Private UCA 63G-2-302(1)(f) 2009	(Original) T&A information retained on County payroll system. Division documentation retained to substantiate and back-up data.  Retention required per federal AOD grant. Approved by GRAMPA 5/27/2010.	YS-014