

Client case files (GRS-2459)

Utah General Retention Schedule

Description

These are complete case histories of clients receiving services provided in or through a division office. Case files are used to monitor what type of services have been or need to be provided. Records document services provided, counseling, evaluations and other pertinent information provided by the caseworker.

Retention and Disposition

Retain for 50 years, and then destroy records.

Appraisal

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

Categories

Child and Family Services

Effective

02/2016

Previous Schedule Number

SG-1(1116)-1