

Adoption home studies (GRS-2479)

Utah General Retention Schedule

Description

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, Human Services determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, and family records.

Retention and Disposition

Retain for 7 years, and then destroy records.

Categories

Child and Family Services

Effective

08/1995

Previous Schedule Number

SG-1(1116)-21