

Family preservation case files (GRS-2489)

Utah General Retention Schedule

Description

These files document individual and family counseling records for clients receiving services from the Division of Child and Family Services. Counseling and services may be ordered by the courts. Information includes activity logs, personal and family counseling reports, payment documents, court records, progress reports, medical information, and psychological and psychiatric information. There may be child protective services information included in these records.

Retention and Disposition

Retain for 10 years, and then destroy records.

Categories

Child and Family Services

Effective

02/1998

Previous Schedule Number

SG-1(1116)-31