

Women, infants, and children (wic) children's participant files (GRS-618)

Utah General Retention Schedule

Description

These files document the participation of children in the Women, Infants, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families in accordance with the provisions of 7 CFR 246?(1993). This program is open to children between the ages of one and five. These files include the nutritional education record, lost or stolen WIC Voucher/ID Card Report, WIC certification form, nutrition care plan, nutrition education information, WIC participant responsibilities agreement, turnaround change order, family enrollment form, growth charts, infant/child medical history, nutrition history, and correspondence.

Retention and Disposition

Retain for 10 years after date of birth, and then destroy records.

Appraisal

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

Appraisal Note

These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically Utah Administrative Code R406-100-7(2013).

Categories

Health

Effective

12/1992

Previous Schedule Number

CO-25-96