

Retention and Classification Report

Agency: Division of Alcoholism and Drugs (26)

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Records Officer: _____

17224	*Client oriented data acquisition process files
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AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 17224

3

TITLE: Client oriented data acquisition process files

DATES: 1977-1981.

ARRANGEMENT: Alphabetical by clinic.

DESCRIPTION:

This is an accounting of the number of people admitted and dismissed from treatment during the month. Clients are identified by an identification number. This series includes detoxification, maintenance, drugs, other related treatment information, Public Intoxicant Supplemental Information, and an Intake Form. The CODAP system is no longer an operational record series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of closure and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on the Illinois Schedule for the Department of Alcoholism and Substance Abuse, Records Schedule 86-105, Item 23.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 17226

3

TITLE: Driving under the influence treatment class roster

DATES: 1984-1985.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a listing of offenders who have voluntarily or who have been ordered by the court to take a Driving Under the Influence class.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after class has been completed and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 83846

4

TITLE: State drug and alcohol abuse rehabilitation plans

DATES: i 1972-1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These plans document comprehensive outlines of policies and procedures used by the division to fight both drug and alcohol abuse in Utah. They contain specific measures, evaluations, and objectives from local to state administrative levels. They also provide guidelines for each program's implementation. They serve as a comprehensive, coordinating plan for a more efficient network of drug and alcohol abuse programs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This disposition is based on the secondary historical value to researchers interested in substance abuse issues in Utah and the needs expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 605

3

TITLE: Substance abuse administrative records

DATES: 1955-1970.

ARRANGEMENT:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 14113

3

TITLE: Substance abuse client status reports

DATES: 1983.

ARRANGEMENT: None.

DESCRIPTION:

This series consists of questionnaires in which clinics report the numbers of patients treated and discharged during the previous month. Clinics are identified by id. number. Attached are individual client questionnaires showing personal background, type treatment, income, insurance, arrest rate, alcohol and drug use rate, etc. Clients are identified by code number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 14112

3

TITLE: Substance abuse questionnaires

DATES: 1983-1984.

ARRANGEMENT: None.

DESCRIPTION:

These are questionnaires used in a statewide survey and a Weber/Salt Lake County comparability study on alcohol and drug use. They also contain batch cards for computer entry.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 14114

3

TITLE: Training registration forms

DATES: 1984.

ARRANGEMENT: None.

DESCRIPTION:

These forms record the name, address, and phone number of individuals registering for training programs. They also ask ethnic background and whether the program is being taken as part of a licensing requirement.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Department of Human Services. Division of Substance Abuse

SERIES: 14115

3

TITLE: Treatment survey outcome

DATES: 1979.

ARRANGEMENT: None.

DESCRIPTION:

This is a computer printout showing computer programming commands for a statistical report. It also shows the outcome of the survey giving mean, median, and range for various entries. Entries are coded.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.