Retention and Classification Report

Agency: Department of Health and Human Services. Operations. Office of Administrative Hearings (27)
195 North 1950 West
Salt Lake City, UT 84116
801-538-3900

Records Officer: _____

28733	Informal administrative hearing audio recordings
17213	Informal administrative hearing case files

AGENCY: Department of Health and Human Services. Operations. Office of Administrative Hearings

SERIES: 28733 3
TITLE: Informal administrative hearing audio recordings
DATES: 2015 -
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by client's name
DESCRIPTION:

These records support the agency's function to conduct adjudicative proceedings for the Department of Human Services (Utah Code 62A-1-111(4)(2014)). These recordings document informal hearings about matters including child or vulnerable-adult abuse or neglect, adoption and foster care matters, disability eligibility, and compliance with licensing regulations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2015

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year after order issued and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Retention is based on DHS Administrative Rule R497-100-7(2).

AGENCY: Department of Health and Human Services. Operations. Office of Administrative Hearings

SERIES: 28733
TITLE: Informal administrative hearing audio recordings

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(2)(d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Health and Human Services. Operations. Office of Administrative Hearings

SERIES: 17213 3
TITLE: Informal administrative hearing case files
DATES: 1978-
ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by client's name.
ANNUAL ACCUMULATION: 6.40 cubic feet.
DESCRIPTION:

These case files document hearings and appeals conducted by the Division of Child and Family Services, Aging and Adult Services, Services for People with Disabilities(DSPD), and Licensing. The hearings are for the purpose of determining child support, adoption subsidies, whether child or adult abuse/neglect has occurred, DSPD eligibility, foster care removal and issues related to background screening applications and compliance with licensing regulations. Files may contain appeals; judgment by default; notice of support debt; administrative hearing checklist; notice of hearing; notice of appeals; subpoena; stipulation and order; memorandum of findings and order; divorce decree; finding of facts and decree; orders; default judgement and order of support; mailing certificates; computation of arrearages; affidavits; notice of appearance of counsel; written answer; default order; notice of support and debt based on court order; the certificate of record; certified mail receipts; income affidavits; attorney notes and correspondence; orders of stay and/or continuance; and motions and orders on: reconsideration, set aside, dismissal; and final decisions and orders.

RETENTION:

Retain for 10 year(s) after case is closed

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 case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

AGENCY: Department of Health and Human Services. Operations. Office of Administrative Hearings

SERIES: 17213
TITLE: Informal administrative hearing case files

(continued)

Computer data files: Retain in Office for 10 years after case is closed and then delete.

APPRAISAL:

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

Retention is based on 45 CFR 302.15, 45 CFR 303.2, and 45 CFR 74, and 45 CFR 74.164b.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled