

Retention and Classification Report

Agency: Department of Human Services. Office of Liability Management (49)

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Salt Lake City, UT 84101
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Records Officer: _____

04523	*Complaint/investigations referrals case files
22577	*Consumer hearing panel case files
14386	*Correspondence files
17243	*Medicaid refund file
17235	*Property lien agreements
10896	*Publications
01479	*Welfare service programs brochures

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 4523

3

TITLE: Complaint/investigations referrals case files

DATES: 1990-1995.

ARRANGEMENT: Numerical by case identifier.

DESCRIPTION:

These case files document investigations of the Office of Liability Management. The Office of Liability Management acts as a clearing house for referrals of complaints and initiates and assists other state Human Services Divisions in investigating criminal and other types of violations. Child abuse complaints are exempt from this investigation process and instead fall under the authority of local law enforcement officials and Child Protective Services. In incidents involving the staff, patients, clients, or visitors to the institution, personnel from the State Hospital, State Training School, or Youth Corrections are responsible for investigations. The Office of Liability Management may be called to assist in these investigations. Information on Part I of the report includes the complainant's name, address, and telephone number; the person alleged to have committed the violation; a summary of the complaint or allegation, and the type of violation. Part II is completed by the investigator and includes the status of the inquiry, the date the investigation was completed, and the disposition of the case. The documents received by the Clearing House are duplicate copies of complaints. The original complaints are kept in the Human Services agency where the investigation originated.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months or until administrative needs ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 4523

TITLE: Complaint/investigations referrals case files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 22577

3

TITLE: Consumer hearing panel case files

DATES: 1996.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
This disposition is based on the 1997 Utah General Retention Schedule, Schedule 1, Item 2.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled.	UCA 63G-2-304 (2008)
Protected.	UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 14386

1

TITLE: Correspondence files

DATES: 1988-1995.

ARRANGEMENT: Alphabetical by surname, thereafter chronological
DESCRIPTION:

Records that are general in nature and do not relate directly to primary program responsibilities of an office or agency. Letters of appreciation, congratulations, charity fund, parking assignments, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 17243

3

TITLE: Medicaid refund file

DATES: 1979-1982.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of an overpayment made to a provider for a client who is receiving medical care paid by Medicaid. When a provider overpayment is made, the provider is sent a repayment notice for those funds. This program is no longer administered by the Department of Social Services. Client Medicaid Fraud is investigated by the Utah State Department of Health, Division of Health Care Financing Administration. Provider Medicaid Fraud is investigated by the Department of Public Safety. This series includes a Report on Medical Overpayment, medical information about the client, reason for improper coverage, cost of medical services, Notice of Action Taken, and a Request for Refund Form.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no litigation is pending.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Retention is based on Title XIX requirements.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 17235

3

TITLE: Property lien agreements

DATES: 1934-1983.

ARRANGEMENT: Alphabetical by client's name, thereunder chronological
DESCRIPTION:

This record is a notice of property liens and property lien releases filed in conjunction with a Social Service Client Case File. Assistance was given with the understanding that it was a loan and that repayment would be required after the case was closed. The Department can no longer place liens on property and collect on them. Collections can occur on past records. This series includes a Certificate of Discharge of Property, Declaration of Income and Property, Record of Property, Release from Liability, and all applicable applications and information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after collection has been made and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no litigation is pending, all action is completed.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention is based on Title XIX requirements.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 10896

3

TITLE: Publications

DATES: 1974; 1978.

ARRANGEMENT: none

DESCRIPTION:

Holdings: Administrative functions evaluation report (December 1974); bulletins 78-1, 78-2, 78-3 (1978).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Liability Management

SERIES: 1479

3

TITLE: Welfare service programs brochures

DATES: undated.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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