

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Correctional Health Services (64)

P.O. Box 250  
Draper, UT 84020

**Records Officer:** \_\_\_\_\_

|       |  |
|-------|--|
| 80407 | Alcohol and Substance Abuse Treatment Program's contract fil |
| 25926 | Clinical Services Dental database                            |
| 80428 | Executive correspondence                                     |
| 02301 | Substance abuse case files                                   |

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80407

3

**TITLE:** Alcohol and Substance Abuse Treatment Program's contract files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the provisions of the contract between the Substance Abuse Treatment Program and the Division of Alcohol and Drugs. It is also used as source data for the preparation of the bureau's annual budget request. A copy of this contract is also maintained at the Division of Alcohol and Drugs. This includes, a list of providers that the bureau is required to monitor, budget data, a description of treatment services provided, staff names, amendments, and job descriptions.

**RETENTION:**

Retain for 6 year(s) and 6 month(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 18 months after termination of contract and then transfer to State Records Center. Retain in State Records Center for 60 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80407

**TITLE:** Alcohol and Substance Abuse Treatment Program's contract files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 25926

3

**TITLE:** Clinical Services Dental database

**DATES:** 2000-

**ARRANGEMENT:** Numerical by offender or inmate number

**DESCRIPTION:**

This database contains information on inmate dental care input by dentists and dental assistants. The type of data includes treatment plans, treatment completed, x-ray results, medications ordered, and notes concerning all dental care provided.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based upon both the administrative needs expressed by the department and the legal requirements specified in 42 CFR 1003 (2004) and the Health Department licensing requirements in the Utah Administrative Code, R432-100.33(4) (2005).

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 25926

**TITLE:** Clinical Services Dental database

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled

Private

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80428

3

**TITLE:** Executive correspondence

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the primary mission and internal administration of the Alcohol and Substance Abuse Treatment Program. Their job is to diagnose, treat, and cure any client charged to their care. They are arranged alphabetically by subject and year. This includes memos and letters to and from providers, employees, the Division of Alcohol and Drugs regarding client care and services provided.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**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 with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 80428

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Correctional Health Services

**SERIES:** 2301

1

**TITLE:** Substance abuse case files

**DATES:** 1989-

**ARRANGEMENT:** None

**DESCRIPTION:**

Records of diagnosis and treatment for clients charged to the care of the Alcohol and Substance Abuse Treatment Program at the State Prison or Adult Probation and Parole. Information includes diagnostic records, consent forms for the release of information, treatment records, and attendance records of treatment sessions.

**RETENTION:**

Retain for 10 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until last contact with program and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1)(b) (2008)