

## Retention and Classification Report

**Agency:** Department of Health. Division of Community Health Services (190)

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

16771	*Ambulance reports
16769	*Emergency department logs
82146	*Employee termination form
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**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 16771

3

**TITLE:** Ambulance reports

**DATES:** 1974-1975.

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

These are microfilm copies of ambulance reports logs used by the bureau to compile a special study during the above time period. The bureau has no further use for these records. These reports include the ambulance permit number, from whom the call for help was received, the vehicle operator code, the date and time of the call, the mileage, the type of complaint, the nature of the call, the apparent cause of injury, the location of the patient, aid given by the emergency personnel, where the patient was taken, the patient's name and address, the age of patient, the name of the next of kin, the names and identification numbers of the ambulance crew, and billing information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Archives until no longer needed and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

This record was used to gather statistics. That has been done and the record can be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 16769

3

**TITLE:** Emergency department logs

**DATES:** 1975-1977.

**ARRANGEMENT:** Numerical by log number

**DESCRIPTION:**

These are microfilm copies of emergency department logs used by the bureau to compile a special study during the above time period. The bureau has no further use for these records. The information includes name of hospital, the names of the nurses on duty, the date of the log, the patient's identification number, the time of arrival, the log number, the patient's address, sex, and age, the name of the physician, the method of arrival, the complaint on entry, the description of the cause of injury, the date and time the problem occurred, the degree of urgency, the diagnosis, the disposition, the departments involved, and the source of payment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office until no longer needed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record was used to gather statistics. That has been done and the record can be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 82146

3

**TITLE:** Employee termination form

**DATES:** 1950-1980.

**ARRANGEMENT:** Alphabetical by employee name

**DESCRIPTION:**

These are employee termination forms which are used by the agency for administrative purposes. This form is normally part of the personnel file. The agency keeps these forms in their office for two years and then transfers them to the personnel file.

The agency is no longer keeping these termination forms in their office. As of the end of 1980 these forms are filed with the personnel file.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to Official Personnel File.

**APPRAISAL:**

These records have administrative value(s).

This is normally part of the personnel file, but the office maintains this form separately for administrative purposes. After two years, this record should be placed in the personnel file and follow that retention.

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 5501

3

**TITLE:** Ledger cards

**DATES:** 1979-1989.

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

This record was used to track billing and payment information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative needs of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 82104

4

**TITLE:** Local health department annual reports

**DATES:** i 1982-1983.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are annual reports from the local health agencies which describe their activities and accomplishments for the year. This report was sent to the division director until the Bureau of Local Health Services was established. The bureau now receive these reports.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This record has evidential value as to the activities of the local health departments. A permanent record should be kept of this.

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 82105

4

**TITLE:** Local health department performance plans

**DATES:** i 1982-1983.

**ARRANGEMENT:** Alphabetical by name of health department

**DESCRIPTION:**

These are the plans developed by local health departments for the upcoming year. It is used to verify the local health department's involvement in community services and the financial support needed from the state. These plans include outcome objectives, process objectives, needs assessment, and projected revenue.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

This information has audit value as it is used to help determine the local agency's financial needs. The information in the file should also be found in the annual report, so this record should not be needed beyond its fiscal and administrative value.

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 23209

3

**TITLE:** Measles investigation case files

**DATES:** 1989-1997.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 10.00 cubic feet.

**DESCRIPTION:**

This record series documents cases of measles outbreaks in the state of Utah. The records are used to track measles cases and investigations. Information includes patient's name, name of the patient's doctor, home address and telephone number, and type of shots given to the patient. These investigations are now carried out by the Bureau of Epidemiology.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are being retained permanently because of their research value in the study of diseases.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 16772

3

**TITLE:** Paramedics report

**DATES:** 1974-1976.

**ARRANGEMENT:** Numerical by report number

**DESCRIPTION:**

These are microfilm copies of ambulance reports logs used by the bureau to compile a special study during the above time period.

The bureau has no further use for these records. The report includes the case number, the vehicle identification number, where the call was received from, when the call was received, the time of dispatch/arrival, the patient's name, sex, and age, the location of the patient, the illness/injury, treatment received before the paramedics arrived, the vital signs, the type of care given, and the name of the transporting ambulance company.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Office until no longer needed and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

This record was used to gather statistics. That has been done and the record can be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 24168

4

**TITLE:** Publications

**DATES:** 1971-1996.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records created by the agency including annual reports, newsletters and other published or processed documents. These records include information on health status, health administration, and other services provided by the Community Health Services Division. Consists primarily of isolated publications not part of a more specific series. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**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.

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 historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 24168

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Community Health Services

**SERIES:** 82123

3

**TITLE:** Supervisor's copy of personnel files

**DATES:** 1975-1987.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are copies of the official personnel file that are kept by the supervisor. They contain complete work history of individuals while employed with the division of Community Health Services.

As of 1985, the supervisor no longer kept these copies of the personnel files. The official personnel files are retained in the Health Human Resource Office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private