

Retention and Classification Report

Agency: Department of Health. Dental Health Section (293)

288 North 1460 West
Salt Lake City, UT 84116
801-538-6173

Records Officer: _____

81945	*Annual reports
83973	*Dental health information pamphlets
83972	*Dental health instruction manuals
81943	*Dental health medicaid orthodontic assessment file
81941	*Dental screening survey sheet
81939	*Medicaid dental review panel meetings minutes
83974	*Oral Oracle newsletter

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 81945

3

TITLE: Annual reports

DATES: 1973-1976.

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports that were prepared for the division showing the bureau's accomplishments during the year. This report is no longer prepared.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record documents the accomplishments of the bureau and should be preserved, even if it only covers a short time period.

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 83973

3

TITLE: Dental health information pamphlets

DATES: i 1955-1993.

ARRANGEMENT: Chronological.

DESCRIPTION:

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 83972

3

TITLE: Dental health instruction manuals

DATES: i 1980-1993.

ARRANGEMENT: Chronological.

DESCRIPTION:

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)

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 81943

3

TITLE: Dental health medicaid orthodontic assessment file

DATES: 1985-1988.

ARRANGEMENT: alphabetical by name

DESCRIPTION:

This is part of the utilization control required by 42 CFR 456.

This file is used to verify that patients have been examined and that treatment has been approved under medicaid. It includes the patient's name, address, date of birth, sex, and identification number; the provider's name, address, and provider number; the type of treatment given; the treatment dates; the amount of the charges; the dates of review and the results of the review. The Division's Responsible Authority states that this record is now obsolete and no longer used. C. Michael Fitzgerald 11/7/89 by Dean Henriod.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

42 CFR 456 requires utilization review, but does not specify retentions. As the potential for federal audit exists, a three year retention is required.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 81941

3

TITLE: Dental screening survey sheet

DATES: 1983-1986.

ARRANGEMENT: Numerical by identification number

DESCRIPTION:

These are the results of voluntary school dental examinations conducted by the bureau as part of a grant project. It is used to verify that notification of the results was sent to the parent.

This series includes the student's name, identification number, age, sex, and date of birth; the school number; and the examination results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

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 destroy.

APPRAISAL:

These records have administrative value(s).

This is based on the administrative needs of the office.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 81939

3

TITLE: Medicaid dental review panel meetings minutes

DATES: 1986-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a brief summary of the claims reviewed by the panel and whether the claims were allowed or not. This review is part of the requirements of 42 CFR 456.1(1) for procedures to safeguard against unnecessary utilization of care and services. The information recorded includes the meeting date, the members present, the schedule for future claims review and post treatment review, and the cases reviewed at the meeting. The latter includes the case number, the provider's name, the recipient's name, the health problem, and the results of the claim. The Division's Responsible Authority says that this record is obsolete and no longer used, by C. Michael Fitzgerald 11/7/89 by Dean Henriod.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record is primarily concerned with the results of the claims review and has no real long-term value.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Dental Health

SERIES: 83974

3

TITLE: Oral Oracle newsletter

DATES: i 1980-1993.

ARRANGEMENT: Chronological.

DESCRIPTION:

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PRIMARY DESIGNATION:

Public