

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Services for People with Disabilities  
(469)  
Services for People w Disabilities  
195 North 1950 West  
Salt Lake City, UT 84116  
801-538-4200

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

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**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80123 3

**TITLE:** Accepted Title XIX client assessment files

**DATES:** 1980-2009.

**ARRANGEMENT:** alphabetical by client's name

**DESCRIPTION:**

This is a record of health assessments done on a new or current client to determine whether they meet the qualifications stipulated under the Title XIX program guidelines. This series includes a physicians summary, a social history, psychological information, medical information, and a Needs Assessment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed or date of last treatment and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no litigation is pending.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is based on 42 CFR 432.17.

**PRIMARY DESIGNATION:**

Private client information except psychological information. Training School client information.

**SECONDARY DESIGNATION(S):**

Controlled. psychological information, Training School client information

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11998

3

**TITLE:** Administrative reference and reading files

**DATES:** 1989-2009.

**ARRANGEMENT:** Alphanumerical by subject and date

**DESCRIPTION:**

Record of all memoranda and correspondence generated by another agency for general reference by all agency employees.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80122

3

**TITLE:** Adult client case files

**DATES:** 1984-2002.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document assistance given to adults through the Division of Services for People with Disabilities (DSPD). Information includes Requests for Prior Approval, Vital Statistics Worksheets, admission information and date, psychological and psychiatric evaluations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11996

3

**TITLE:** Agency written history

**DATES:** 1969-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 23345 3

**TITLE:** Annual reports

**DATES:** 1992-1998.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of Division of Services for People with Disabilities activities from the previous year.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: 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, programs, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12010

3

**TITLE:** Board committee and conference records

**DATES:** 1980-2009.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. In 2009, the Utah Legislature discontinued all Human Services boards and committees. This series was no longer needed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12020

3

**TITLE:** Board records

**DATES:** 1985-

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12020

**TITLE:** Board records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12028

3

**TITLE:** Building and equipment service files

**DATES:** 1985-2009.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Requests for building and equipment maintenance services, excluding fiscal copies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80120

3

**TITLE:** Children's client case files

**DATES:** 1983-2009.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document assistance given to children through the Division of Services for People with Disabilities (DSPD). DSPD places physically challenged children in small group homes as part of a federal program to integrate them into the larger society. Participating children are under the age of twenty-two. Information includes Requests for prior approval, vital statistics worksheets, admission information, and psychological and psychiatric evaluations.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80120

**TITLE:** Children's client case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. 63G-2-304 (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 24979

3

**TITLE:** Civil litigation records

**DATES:** 1969-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document civil litigation cases involving the agency. Included are court documents, correspondence, copies of deposition testimony, case file copies, and attorney work product. May also include police reports, witness statements, photographs, contracts, reports, etc. Case file copies may contain vital statistics worksheets, admission information and date, request for prior approval, client background history, social summary, planning and grant information, face sheet, correspondence, and psychological and psychiatric evaluations. Information includes name of client, client social security number, client case number, case worker name, agency attorney name, legal issue, court case number, court date(s), and litigation outcome.

**RETENTION:**

Retain for 25 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:** 06/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 24979

**TITLE:** Civil litigation records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80131

3

**TITLE:** Client assessment files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Policy and procedures for the development of assessment plans and assessment advisory training counsels to meet the assessment and health plan certification needs for clients who are developmentally disabled. This series includes a Program Outline, policy and procedures, recertification schedule, a medicaid physicians list, Physical Exam Form, and a psychologist list.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on 42 CFR 431.17.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80131

**TITLE:** Client assessment files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 13954

3

**TITLE:** Committee and conference files

**DATES:** 1985-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the Personal Care Assistance (PCA) program, which was established to provide personal assistance services to physically disabled adults who require the assistance of another person to accomplish personal care. PCA was also known as the Personal Assistance Service (PAS) program. Records relate to program establishment, organization, eligibility, administration, and policy. Included are meeting agenda and minutes, final reports, and related records documenting the accomplishments of the program surveys, correspondence, news releases, newsletters and publications, policies and procedures, interviews, ratings, applications, research materials, waivers, and budget records.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the activities of an agency which is now defunct.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 13954

**TITLE:** Committee and conference files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12031

3

**TITLE:** Construction project case files

**DATES:** 1985-2002.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12029 3

**TITLE:** Control files

**DATES:** 1985-2009.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Control registers pertaining to requisitions and work orders for printing, binding and duplicating services.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12009

3

**TITLE:** Credit card monitoring report

**DATES:** 1985-2009.

**ARRANGEMENT:** Numerical by expenditure number

**DESCRIPTION:**

Report generated by credit card company showing expenditures made by state employees with state credit cards.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12018

3

**TITLE:** Developmental disability-mental retardation steering committee records

**DATES:** 1985-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 6231

1

**TITLE:** Developmentally disabled/mentally retarded case files

**DATES:** 1980-2004.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document handicapped services provided to persons with developmental and mental deficiencies. Information includes age, birthdate, family information, medical and dental information, psychiatric and psychological evaluations, intelligence quotient, and social security number.

**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 after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 62-2-303 (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12021

1

**TITLE:** Emergency services management committee records

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

Records created by a Director's appointed division level clinical review committee to evaluate and approve funding requests. These requests come from the emergency waiting list (ESMC) and request for additional services (RAS) list. Information includes agendas, meeting minutes, regional ESMC/RAS) requests, supporting documentation, related records, and findings and recommendations of the committee.

**RETENTION:**

Retain for 3 year(s)

**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 administrative need ends 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).

Records used for administrative need to assess and improve programs.

**PRIMARY DESIGNATION:**

Controlled UCA 63G-2-304

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12007

3

**TITLE:** Employee travel reimbursement files

**DATES:** 1975-2004.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12037

3

**TITLE:** Employment applications (not employed)

**DATES:** 1988-2004.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12001

1

**TITLE:** Executive calendars

**DATES:** 1985-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records containing substantive information relating to the official activities of high-level officials which are not incorporated into memoranda, reports, correspondence, or other records included in the official files. Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the employees. See Daily Activity Schedules.

UCA 63-2-103 (18)(b) (1992) indicates that these types of materials are not considered by the Government Records Access and Management Act (GRAMA) to be records.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12000

3

**TITLE:** Executive correspondence

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain for 10 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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are business-related correspondence that provides unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions and may originate on paper, electronic mail, or other media.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12000

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12015

3

**TITLE:** Family support conference records

**DATES:** 1985-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12003

3

**TITLE:** Financial files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by order number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records contain requisitions for supplies and equipment for current inventory. Included are warrants and denied claims from the Department of Health. Also includes records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements. Some of these records were, until 2009, kept in series #23218. From 2009, all financial records for the division are kept together.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
These financial records are kept for audit purposes.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12003

**TITLE:** Financial files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 30302

3

**TITLE:** Government Records Access and Management Act requests

**DATES:** 2012-

**ARRANGEMENT:** Chronological by date received.

**DESCRIPTION:**

These are Government Records Access and Management Act (GRAMA) requests from individuals seeking access to government records, as provided under Utah Code 63G-2, and access appeals to the designated Records Officer, Chief Administrative Officer, State Records Committee, and the District Court. Records may contain correspondence, copies of requests, research notes, court documents, and any other documentation concerning the request and appeal process.

**RETENTION:**

Retain for 2 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**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.

Computer data files: Retain in Office for 2 years after final action and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 30302

**TITLE:** Government Records Access and Management Act requests

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d) (2022)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12038

3

**TITLE:** Human resource management rules

**DATES:** 1980-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

File which outlines policies and procedures to be followed in the Department of Human Resources Management and throughout state government.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year or until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12019

3

**TITLE:** Human rights committee records

**DATES:** 1985-2009.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. In 2009, the Utah State Legislature discontinued Human Services boards and committees. This series was no longer needed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80133

3

**TITLE:** Inactive small group homes

**DATES:** 1984-2009.

**ARRANGEMENT:** Alphabetical by client's name

**DESCRIPTION:**

These are the files of clients who have been placed in small group homes. These children may come from the training school as well as other institutions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inactive small group home files, GRS-2540.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). It is a federal requirement that the agency have an active outward bound program under title XIX regulations. These records are part of that program. If the record is a duplicate of the client record from the training school, the agency may want to send unduplicated materials to the training school. The training school is keeping the record copy of the client records as the official record copy. If records are not part of or related to training school records, then they must be kept for ten years after the age of majority. They will be reevaluated by Archives and DSS to determine research value and need.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11997

3

**TITLE:** Indexes and check lists

**DATES:** 1989-2004.

**ARRANGEMENT:** Alphabetical by title

**DESCRIPTION:**

Bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80129

3

**TITLE:** Individual performance plans

**DATES:** 1980-2004.

**ARRANGEMENT:** Alphabetical by client's name

**DESCRIPTION:**

Tool used by the agency to determine the varying needs of the client and to determine appropriate service provisions. This is a primary component of service coordination. All activities are directed towards the development and monitoring of need services through the individual's plan. The progress is evaluated and new goals and objectives are set. This series includes long term goals, measurable objectives, methods, start and target date, rewards, coalition plan, Individual Education Plan, Review Of Service Plan, the areas to be assessed, graphs and team meeting notes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1988

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12005

3

**TITLE:** Interdepartmental transfer requests (DF61)

**DATES:** 1975-2004.

**ARRANGEMENT:** Numerical by request number

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12016 3

**TITLE:** Internal management committee records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

These records have administrative value for assessment and change in programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 8654

3

**TITLE:** Inventory for client and agency planning score sheets

**DATES:** 1985-2002.

**ARRANGEMENT:** Alphabetical by provider surname

**DESCRIPTION:**

These are computer-generated scoresheets of data taken from booklets distributed to providers of services to the handicapped. After completing booklets, the providers submit them to the division for data to be entered into the computer, and booklets are returned to providers. The scoresheets describe the condition and treatment of all clients in day-treatment and residential clients who receive care or services from providers not in day-treatment. Clients also include those at the Utah State Training School and the Intermediate Care Facility/Mentally Retarded (ICF/MR). The information is used to plan programs and services for the clients and to chart their treatment and progress. A number of reports are generated from this data. The information is entered in the Utah Registry for Handicapped Persons. The Office of Community Operations and the State Training School also have access to this information. This record includes the name of the client; descriptive information concerning the client's health conditions and behavior; diagnostic information; level of learning skills; placement; recommended treatment or changes in treatment; the client's age, current and past addresses, employer, employment history, marital status, and race.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then transfer to tape.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 8654

**TITLE:** Inventory for client and agency planning score sheets

(continued)

**APPRAISAL:**

These records have administrative value(s).

A total retention of seven years for the paper copy and computer-generated records is requested in order to chart the progress of the individual clients. The computer program allows for a four-year accumulation of data for each client. This is critical to the planning of services.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12034

3

**TITLE:** Leave adjustment reports

**DATES:** 1991-2004.

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and employee name.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12035 3

**TITLE:** Leave application files

**DATES:** 1980-2002.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Applications for leave and supporting papers relating to request for and approval of employee leave.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12039

3

**TITLE:** Length of service awards file

**DATES:** 1988-2004.

**ARRANGEMENT:** Alphanumerical by name and year

**DESCRIPTION:**

Records include correspondence, memoranda, reports, computations of service and sick leave, and lists of awardees. This information is entered into the Department of Human Resource Management automated system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12030

3

**TITLE:** Mail control records

**DATES:** 1985-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12042 3

**TITLE:** Performance evaluation ratings

**DATES:** 1980-2004.

**ARRANGEMENT:** Numerical by year, thereunder alphabetical by surname

**DESCRIPTION:**

Case files relating to performance rating reviews created by the agency and entered into the Department of Human Resource Management automated system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after case is closed and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12043 3

**TITLE:** Periodic budget reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12032

3

**TITLE:** Personnel records

**DATES:** 1980-2003.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after separation of employee or until three years after retirement and then transfer to State Records Center. Retain in State Records Center for 62 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12032

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 27662 3

**TITLE:** Physical disabilities service files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological and numerical

**DESCRIPTION:**

These records document personal assistance services for clients. Records may include needs assessments, applications for the position of personal assistant or aide, log of services provided, and details of the program of assistance available to clients.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Adult client case files, GRS-2527.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative need of the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12041 3

**TITLE:** Position descriptions

**DATES:** 1988-2004.

**ARRANGEMENT:** Alphabetical by job title

**DESCRIPTION:**

Files describing established positions including information on title, series, grade, duties, and responsibilities. Also contains Position Description Questionnaire (PDQ).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12004

3

**TITLE:** Private vehicle files

**DATES:** 1975-2004.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Authorization for employee to use a private vehicle for state business when that is the most economical method of travel.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 23218

3

**TITLE:** Provider billing files

**DATES:** 1990-2009.

**ARRANGEMENT:** Numerical by billing number

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 3610

3

**TITLE:** Provider fact finding results and investigative reports case files

**DATES:** i 1985-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These files document contract and quality monitoring and investigation reports of private providers of services to people with disabilities. Providers are under contract with the state. The reports are classified as "private" in order to inform the providers of complaints made against them so that corrections may be made or other action taken. Included are actions of providers or staff, living conditions, service provisions, training, competency and fiscal accountability. Also included may be names of brothers and sisters, checking and savings account, condition of living quarters, current and past address, date of purchase and consumption, income, job position information, marital status, medical information, name, next of kin, occupation, personality inventory, physical characteristics, physical disabilities, police record, psychiatric information, salary, security investigation, sex, tax information, victim information, training records, service plans and results.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 3610

**TITLE:** Provider fact finding results and investigative reports case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80125

3

**TITLE:** Provider files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by provider's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record kept on providers for the Division of Services for People with Disabilities. The records include: registration application and Affidavit of Standard Compliance, license, copies of contracts, contractor evaluations, qualifications of staff members, confidentiality agreement, provider Code of Conduct, insurance, Medicaid application, contract budget (if applicable), problem correction plan, fact finding reports and results, and related memos and correspondence.

**RETENTION:**

Retain for 5 year(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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after contract has been cancelled or terminated and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is based on 42 CFR 431.17.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80125

**TITLE:** Provider files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. name, address, and telephone number of the facility

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 17222

3

**TITLE:** Provider investigative report files

**DATES:** 1985-2004.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record of the provider, the program, and the services offered to clients. Providers are audited by the division for compliance of state and federal codes, as well as division requirements. These records can be used for litigation. This series includes complaints of abuse, accusation of misappropriation of funds, interviews with house parents, accusations of medical and dental neglect, prejudicial and preferential treatment, unqualified staff, Confidentiality Agreement, Rationale for the Cancellation of the Contract, Problem Correction Plan, Fact Finding Report, Results of Report, interview notes, contract, contract guidelines, program outline, and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Provider fact finding results and investigative reports, GRS-2552.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after contract is terminated or until contract expires and is not renewed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided no litigation is pending.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). The eight year retention is recommended to cover any abuse charges that can be filed against the staff or the facility itself.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 17222

**TITLE:** Provider investigative report files

(continued)

**PRIMARY DESIGNATION:**

Public                      the contract

**SECONDARY DESIGNATION(S):**

Private.                      client information except abuse reports and related information; name of  
complainant.

Controlled.                      client psychological reports, abuse reports and related information.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 17223

3

**TITLE:** Provider list

**DATES:** 1977-2004.

**ARRANGEMENT:** Alphabetical by provider's name

**DESCRIPTION:**

This is a listing of all service providers currently on contract with the Department. This information is used for internal contact and correspondence by the division staff, and for public information referral.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Retention is based on 42 CFR 431.17.

**PRIMARY DESIGNATION:**

Public administrative address and telephone number

**SECONDARY DESIGNATION(S):**

Private. group home address and telephone number

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11994

3

**TITLE:** Publications

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, newsletters, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION:**

Permanent. Retain for 6 month(s)

**DISPOSITION:**

Transfer to Archives.

**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 Office for 6 months or until administrative need ends and then microfilm and transfer to State Archives 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 administrative, and/or historical value(s).  
Disposition based on value of these diverse publications in documenting the achievements, policies, procedures and functions of the Division.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11994

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11999

1

**TITLE:** Reference files

**DATES:** 1989-2015.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These are documents retained strictly for reference and informational purposes which are not part of any other official files. They include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

**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 administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
These records are kept for reference and informational purposes and can be weeded and updated as necessary.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12036 3

**TITLE:** Schedule six planning reports

**DATES:** 1990-2004.

**ARRANGEMENT:** Numerical by job number

**DESCRIPTION:**

Reports from the Division of Finance indicating the status of agency payroll transactions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80132 3

**TITLE:** Small group homes

**DATES:** 1986-2009.

**ARRANGEMENT:** Alphabetical by parent's name

**DESCRIPTION:**

Files on clients who have been placed in small group homes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Inactive small group home files, GRS-2540.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12011

3

**TITLE:** Staff retreat records

**DATES:** 1985-2004.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12006

3

**TITLE:** Telephone bills

**DATES:** 1975-2009.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Bills which document calls made from state offices. Bills also include the number called and the length, time, and date of phone call.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer data files: For records beginning in 2009 and continuing to the present. Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12033

3

**TITLE:** Temporary personnel files

**DATES:** 1980-2004.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Copies of correspondence and forms maintained in the personnel file of a temporary employee. This does not include personnel records created for specific federal programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 04-01-2012

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after separation and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80130

3

**TITLE:** Title XIX waiting list file

**DATES:** 1987-2009.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

This is a listing of prospective clients who are waiting for services. This series includes the name of the prospective client, type of care needed, client's identification and district number, the workers identification number, charts, graphs, and related correspondence. This information is used by the division for legislative reports, future planning and demographic information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after compilation of list and then destroy provided all audits have been completed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 80124

3

**TITLE:** Tracker trainer files

**DATES:** 1986-1993.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is an active list of people who were hired to go into a small group home to teach and/or consult with the group home parents. They can also relieve the home parents of duties for a short period of time. This series contains the Tracker Trainer Questionnaire, Application form, resume, contract, amendment to contract, memos and correspondence, and a payment record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after termination of contract 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).  
Retention is based on 42 CRF 431.17.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 11995

3

**TITLE:** Transitory files

**DATES:** 1990-2004.

**ARRANGEMENT:** none

**DESCRIPTION:**

Papers of short-term interest which have no documentary or evidential value. Includes quasi-official notices such as for holidays, charity, and fund appeals, bond campaigns, and other similar papers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 17253

3

**TITLE:** Unaccepted Title XIX client assessment files

**DATES:** 1980-2009.

**ARRANGEMENT:** Alphabetical by client's name

**DESCRIPTION:**

This is a record of a client who did not meet the qualifications for services stipulated under the Title XIX program guidelines. This series includes a physician's summary, a social history, psychological information, medical information, and a Needs Assessment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of assessment 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).  
Retention is based on 42 CFR 431.17.

**PRIMARY DESIGNATION:**

Private client information except psychological information. Training School client information

**SECONDARY DESIGNATION(S):**

Controlled. psychological information, Training School client information

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12008

3

**TITLE:** Warrant requests (DF 50

**DATES:** 1985-2004.

**ARRANGEMENT:** Numerical by warrant number

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1)(e) (2008)

**AGENCY:** Department of Health and Human Services. Division of Services for People with Disabilities

**SERIES:** 12002

3

**TITLE:** Word processing files

**DATES:** 1990-2009.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and is used to produce a hard copy which is then maintained in organized files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

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