

Retention and Classification Report

Agency: Department of Health and Human Services. Office of Children with Special Healthcare Needs (479)
44 North Mario Capecchi Drive
Salt Lake City, UT 84114
801-538-6161

Records Officer: _____

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 07239 Daily activity calendar
 82279 Death list
 81982 Declaration of surplus property file
 14648 Developmental disabilities early intervention program medica
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 82009 Handicapped children's services panel physician and dentist
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 06450 Handicapped licensing regulations
 07810 Health insurance claim forms
 07813 Hearing aid inventory cards
 82281 High risk sensorineural hearing loss file
 80551 Infant high-risk hearing test files
 07807 Insurance billing forms
 82004 Insurance tracking and reimbursement file
 81985 Interdepartmental transfers
 82284 Inventory lists
 23698 Kids on the Move student files
 06452 Literature on the handicapped bibliography
 82286 Maintenance work order requests
 19754 Manuals
 80826 Maternal and infant health patient data system
 07816 Medicaid coding manual
 07815 Medical eligibility directory
 80834 Medical provider appointments, excluding office visits, by t
 81986 Minutes
 82003 Monthly budget operating report
 81998 Notification of appointment file
 80831 Office appointments and cost by speciality report
 81969 Office appointments and costs by speciality report
 81968 Open cases by primary line number by county report
 82181 Patient files
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 80828 Patient master file
 81964 Patient master file
 01789 Patient's medical case files
 80556 Pediatric clinic reports
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 81987 Policy and procedures manual
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81978	Professional visits report
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07809	Psychological tests
24191	Publications
81988	Purchase requisitions
82196	Records transfer sheets
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00843	Reporting system procedures
82278	Response cards
80549	School screening results
81973	Service summary by primary diagnosis
80833	Service summary report
80833	Service summary report
82277	Source document
80550	Speech and hearing automated data system file
82274	Staff meeting minutes and notes
80565	Summer clinic reports
82268	Summer clinic scheduling sheets
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82005	Supervisor's personnel file
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26998	Technology dependent waiver program client records
81990	Tracking logs
81991	Travel vouchers
26721	Utah Birth Defect Network case files
81999	Vendor authorization payment log
81992	Vendor contract files
82276	Vendor files
82263	Weekly clinic scheduling sheet
81993	Work order file

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 1793

3

TITLE: Account ledgers closed cards

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). Once an account has been paid in full or written off, the ledger card is pulled from the open files. The office staff has no further use of the record then, but it should be retained for three years in case of an audit.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 1793
TITLE: Account ledgers closed cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82001

3

TITLE: Activity calendar file

DATES: 1977-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of daily appointments. Includes the employee's name and organization.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 23 Item 2.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7241

3

TITLE: Administrative files

DATES: 1981-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These are miscellaneous files on administrative matters and reference information on subjects such as grant procedures, cooperative agreements, and continuing education. They include 1) routine day to day administrative matters and 2) records that document the office's organization, function, pattern of action, policies, and procedures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). These records are used in the day to day management of the bureau. Those that contain only information on routine matters need not be kept beyond their administrative value. Those records which have substantive information on the operations and procedures of the bureau should be retained.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7241
TITLE: Administrative files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80555

3

TITLE: Administrative files

DATES: 1966-

ARRANGEMENT: Alphabetical by subject or name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files on various subjects used by the bureau for reference purposes and in the day-to-day administration of the bureau. These files include newsletters, interdepartmental memoranda, equipment brochures, information on professional conferences, information on legislative bills that affect the bureau, equipment replacement schedules, and other miscellaneous items.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements are of long-term value and should be retained. However, most of these records deal with routine day-to-day matters and should be weeded out when no longer needed. For example, records that relate to the internal administration or housekeeping activities of the office, the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80555
TITLE: Administrative files

(continued)

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81977

3

TITLE: Alpha list

DATES: 1986-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a printout of all the children who currently or previously received services from the bureau. It is used as an index to locate patient charts. This report is generated quarterly. It includes the patient number; the date of application; the child's name, date of birth, and sex; the closure date; and the reason for closing the case. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record is updated quarterly. Once the new report is made, the old one can be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82272

3

TITLE: American Speech-Language-Hearing Association program accreditation Files

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the files documenting that the Communicative Disorders Program is accredited by the above association. This file consists of copies of site visit reports and of information relating to the bureau itself and reference material produced by the association.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s). Accreditation involves a site visit every five years. Information that will be of value to the bureau during the visit should be retained. However, reference material and records deemed of little or no value may be disposed of sooner.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82273

3

TITLE: American Speech-Language-Hearing Association site visit report

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the results of visits by representatives of the American Speech-Language-Hearing Association for the purpose of continuing the bureau's accreditation. These visits are conducted every five years. This report includes the record of the visit, the evaluator's name, the items checked, the results of the visit, the evaluator's findings, and the bureau's response to the findings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This record has research value in that it documents the bureau's activities and program. A five year retention will make the previous visit's report available during the next evaluation.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82264

3

TITLE: Annual report of Vernal speech pathology/audiology regional office

DATES: 1969-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report of the activities and accomplishments of the office.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This record documents the activities of the office and has a long-term value.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82270

3

TITLE: Annual reports

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report prepared by the bureau stating its activities and accomplishments during the year. It includes statistical data report which gives the number of bureau patient visits, the number of Handicapped Children's Services patient visits, the number of Maternal and Infant Health patient visits, the number of birth certificates computer screened, the number of hearing high risk mailers, the number of hearing high risk patients visits, the number of summer speech and hearing clinics, the number of hearing aids purchased, and the number of miscellaneous patient evaluations. The report gives the statistics for the previous year, the current year, and the percentage of change. The file also includes narrative reports.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record has long-term research value and should be preserved.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81967

3

TITLE: Applications by county report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout of application for service by county. This report is generated annually. It includes the name of the county and for each county broken down by gender the number of cases of cystic fibrosis, neurology, other pediatric conditions, speech and hearing problems, deafness, blindness, and plastic surgery. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7812

3

TITLE: Authorization for compensable services

DATES: 1985-

ARRANGEMENT: None

DESCRIPTION:

This is an authorization given to health care providers by the department to give clients specific treatment. Without this authorization, the department may refuse to pay for these services. This copy of the record is used as a suspense file. It includes the health care provider's name, address, and vendor number, the date of the authorization, the low organizational, account, and activity code numbers to be charged, the specific service(s) authorized, the signature of the authorizing official, and the signature of the department head or the authorized agent.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until the health care provider returns the record copy and then destroy.

APPRAISAL:

These records have administrative value(s).

Seven copies of this form are made and distributed. The sole purpose of the copy is to make sure that the copy sent to the health care provider is returned to the state. If it is not returned, follow-up action is taken on the matter. Once the provider returns the form, this copy is no longer needed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7812
TITLE: Authorization for compensable services

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81965

3

TITLE: Authorized provider master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the names of individuals and organizations who provide direct medical services to patients in clients or on a reimbursed referral basis. The file includes the provider's name, code number, and speciality; and the name and code number of institutions. This is a master file of automated data system, file key: HCS.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months and then erase.

APPRAISAL:

These records have administrative value(s).

This file is updated quarterly. Once the information has been updated, the old information can be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 30003

3

TITLE: Baby Watch Early Intervention program provider records

DATES: 2004-

ARRANGEMENT: Alphabetical by patient surname

DESCRIPTION:

These records are produced by Baby Watch Early Intervention Programs to document the Early Intervention Program as well as patient testing, notes, and records of patient and family interactions. They can include applications for payment waivers and medical records from clinics/hospitals.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

AUTHORIZED: 11-05-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after separation and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b)(2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80553

3

TITLE: Budget operating reports

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a report of the status of the bureau's appropriation accounts and apportionment. It includes report period, accounting period, the percentage of year expired, bureau's activity number and name, account code, the account classification, the amount of the annual work program, allotment year to date amount, current month's expenditures, year to date expenditures, and the uncommitted allotment balance.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81984

3

TITLE: Building access card log

DATES: 1986-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 6 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after card is turned in and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 18 Item 16.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82275

3

TITLE: Calibration certification reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are tests of the equipment used by the bureau to ensure the accuracy of the readings. This calibration is done annually. The information includes the make, model, and serial number of the equipment being tested, the test date, and the test results.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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 legal value(s).
A record of equipment tests is necessary for program certification. An additional five year retention is recommended to allow for potential legal action. A claim may be made that an erroneous diagnosis was made due to faulty equipment. The record of equipment tests should be kept as long as the patient records are kept.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81979

3

TITLE: Cases by diagnosis report

DATES: 1986-

ARRANGEMENT: Numerical by code number

DESCRIPTION:

This is a report that shows which patients are being treated for specific illnesses. This report is generated on an as-needed basis. It includes the diagnostic code, the patient number, and the patient's name, county code, and date of birth. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is requested for specific purposes. Once those purposes have been satisfied, the report can be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 19755

3

TITLE: Client Data Form

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Provides a record of health services for women who are eligible for the Utah Prenatal Health Program. Information includes: name, UPRS (Utah Perinatal record system) number, marital status; date of birth, ethnic origin; number of prenatal visits, health information, etc.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prenatal health case files, GRS-590.

AUTHORIZED: 12-01-1992

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.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7808

3

TITLE: Clinic scheduling sheets

DATES: 1984-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of patients' appointments and other contacts with the bureau. Used to control daily activities and as a statistical tool. It includes the date; the name of the clinic; the area served by the clinic, the name of the patient; the patient's chart number; the physician code name; the appointment times; whether the appointment was for associated services such as speech and hearing or nutrition; the county code; whether the appointment was scheduled, added, kept, cancelled, or broken; and whether the patient is a new case.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until information input into the data system is verified and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is filled out by those members of the staff who have contact with the public, forwarded to the clerical staff to pull the patients records from the files before the patient's appointment. Afterwards, the sheets are sent to the billing action, from there to the Bureau of Health Statistics, and then returned to the billing section. Once they reach the billing section, a staff member verifies that the data was input into the data system correctly. Once this has been done, the paper document has no further value.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7808
TITLE: Clinic scheduling sheets

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 19480

3

TITLE: Clinic services cards

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by service type

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are clinic service records. The information is collected to document daily services provided to clients enrolled in the Maternal Infant program. The information includes the client name and number, provider code, associated clinic services, sex of client, county, and clinic comments.

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: 07/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency. It is also based on the general acceptance of retaining medical records for 10 years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 19480
TITLE: Clinic services cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82184

3

TITLE: Clinic summary reports

DATES: 1979-

ARRANGEMENT: Alphabetical by clinic and patient

DESCRIPTION:

These are copies of the patient summary reports prepared by the staff at the Ogden and Vernal clinics. They were sent to the Salt Lake office for review of the clinic's activities. They include the patient's name, identification number, date of birth, age, address, telephone number, school attended, and grade; the parents' names, address, and telephone number; the type of test given the patient; the reason for the referral; background history; evaluation; clinical observation; and the speech-language pathologists recommendations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This copy was prepared for management purposes. Once the record's administrative value ends, the record can be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82184
TITLE: Clinic summary reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7811

3

TITLE: Closed account ledger cards

DATES: 1985-

ARRANGEMENT: None

DESCRIPTION:

This is an accounting record used to keep track of payments for health care provided by the bureau. It includes the patient's name, address, and chart number; the dates of payment; the amounts of the payments; and whether the payments were under medicaid, from insurance, from a third party source, or from the patient.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

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, and/or fiscal value(s).
Once an account has been paid in full or written off, the ledger card is pulled from the open files. The office staff has no further use of the record then, but it should be retained for 3 years in case of an audit.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7811
TITLE: Closed account ledger cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82280

3

TITLE: Closed source documents

DATES: 1978-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This file consists of the second copy of the source document and the High Risk Hearing Screening Program Results Sheet. It is used to keep a record of the results of all the individuals identified each year of being in the high risk category. The information includes child's name and date of birth; the parents' name and address; the family history hearing loss code; the pregnancy code complication; the concurrent illness code; the child's weight at birth; the state file number; the test location; the name of the testing audiologist; the age at first appointment; the case resolution (appointment broken, no response to letter, child's hearing normal, etc.); the degree of hearing loss; and where the child was referred to for additional treatment (private physician, Handicapped Children's Services, etc.).

RETENTION:

Retain for 10 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s). This record has value in case of potential legal action. A ten year retention should be sufficient to protect the state.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82280
TITLE: Closed source documents

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80842

3

TITLE: Closure by county, sex, and reason report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical report showing the number of cases closed and why they were closed. This report is obsolete. The information includes the district or county, the total number of closures, the number of closures by gender, the number of cases closed because the services were completed, the number referred to private care, the number withdrawn, the number of continual no-shows, the number died, the number who moved away, the number overage, the number referred to other programs, and the number who left the program for unknown reasons. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 has no further administrative value and may be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80835

3

TITLE: Closure by name, date, and code

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report showing the cases that were closed, and why they were closed. This report is no longer generated. It includes patient number, patient name, the date closed, and closure code. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 has no further administrative value.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 19753

3

TITLE: Committee and conference files

DATES: 1990-

ARRANGEMENT: Alphabetical

DESCRIPTION:

Records created by a committee or conference, including advisory committees, 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. May include audio and video recordings if minutes are not taken.

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 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 have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 19753
TITLE: Committee and conference files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82187

3

TITLE: Communicative disorders application log

DATES: 1971-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of individuals who have applied for service under the bureau's program. It includes the date the application received, the applicant's name, date of birth, and appointment date.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80547

3

TITLE: Communicative disorders program Speech and hearing master file

DATES: 1978-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a file that contains information as to the children who were identified as having a high risk of hearing problems and of the results of the screening conducted by the bureau. This file includes file number, name, sex, date of birth, place of birth, physician's name, parent's name, education level, age, place of birth, occupation, and address; record of any birth injuries, and any results of the high risk contact (infant death, appointment date, test, location and results, etc.). This is a master file of automated data system, file key: SHADS.

RETENTION:

Retain for 92 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after entered into automated system and then delete provided transferred to magnetic tape.

Computer magnetic storage media: Retain in Tape Library for 15 years and then erase provided dumped to COM.

Computer output microfiche master: Retain in Office for 75 years and then destroy.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80547
TITLE: Communicative disorders program Speech and hearing master file

(continued)

APPRAISAL:

These records have administrative value(s).
The information must be on-line for two years because that is how long it takes before all of the cases of a given year are closed. Retention of the magnetic tapes allows for research and the identification of long range trends. This record is maintained should the individual apply for disability. A 75 year retention is consistent with workmen's compensation claim files.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81995

3

TITLE: Contractor's and per diem payroll files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the payments to contractors and the payment of per diem to employees and members of health boards or committees. The information includes the bureau, the report period, the payee's name, the program the payee worked on, if per diem was paid, the number of hours worked, the dates that per diem or wages were paid, and the total payment to each individual.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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).
This record is subject to audit and should be retained for the audit period.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81995
TITLE: Contractor's and per diem payroll files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82182

3

TITLE: Control cards

DATES: 1969-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are index cards used as an index and finding aid to the patient charts. They include the patient's name, address, date of birth, diagnosis, telephone number, program enrolled in or identification number, and the parents' names; and the dates the file opened, closed, was referred, and sent to storage.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided microfilmed.

Microfilm master: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

As this serves as an index, it must be kept as long as the related patient charts are kept. This record is maintained should the individual apply for disability. A 75 year retention is consistent with workmen's compensation claim files.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82182
TITLE: Control cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81996

3

TITLE: Correspondence file

DATES: 1977-

ARRANGEMENT: Alphanumerical by unit

DESCRIPTION:

This file includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
Correspondence dealing with routine day-to-day matters should be weeded out when no longer needed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2016.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81976

3

TITLE: Cost distribution by age and selected service diagnosis report

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is a report that allows the bureau to examine the costs of treating particular illnesses. This report is generated on an as-needed basis. It includes the diagnosis and by age group the number of cases, the total costs and the unit costs of service. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81975

3

TITLE: Cost distribution by district and county report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a financial statistical report that shows the costs of services to handicapped children by health district or county. This report is produced annually. It includes the name of the health district or county, the total cost of services, and the costs for hospital services, surgical services, physician services, X-Ray services, EEG services, EKG services, physical therapy, laboratory work, drug prescription, and other. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80836

3

TITLE: Cost distribution by record number and type of service report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a financial statistical report generated annually showing the costs of the program for the year. This report is no longer generated. The information includes the patient number, the total cost of service, and the costs of hospitalization, surgery, medical provider, X-Ray, EEG, EKG, other, physical therapy, laboratory, drugs, and dental. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 report is obsolete and may be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81974

3

TITLE: Cost distribution by record number and type of service report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a financial statistical report generated annually showing the costs of the program for the year. It includes the patient number, the total cost of services, and the costs for hospital services, surgical services, physician services, X-Ray services, EEG services, EKG services, physical therapy, laboratory work, drug prescription, and other. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80844

3

TITLE: Cost distribution by service diagnosis, number of cases, and type of service report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the costs of services. This report is no longer produced. The information includes, for each service and diagnosis, the patient number, the total cost, and the cost of hospitalization, surgery, medical provider services, X-Ray, EEG, EKG, other, physical therapy, laboratory work, drug prescription, and dental services. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 has no further administrative value and may be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80844
TITLE: Cost distribution by service diagnosis, number of cases, and type of service report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81970

3

TITLE: County case and visit by sex and age

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout that gives a statistical listing of services given to children by age groups and gender within those age groups for each county in the state. This report is prepared annually. The report includes the county name, the total number of visits and total cases for all ages within the county, and the number of cases and doctor's visits by age group and gender. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7239

3

TITLE: Daily activity calendar

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82279

3

TITLE: Death list

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a computer generated list of infants between the ages of birth and four months who have died. It is sent to the bureau so that they will not send a mailing to the parents of these children. Includes certificate number, the child's name and dates of birth and death, and the parents' residence. This is a list of automated data system, file key: SHADS.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The record is received by the bureau solely to prevent them from sending a mailing to families in which the child has died. Once the mailings are completed, there is no further use for this record.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82279
TITLE: Death list

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81982

3

TITLE: Declaration of surplus property file

DATES: 1985-

ARRANGEMENT: Alphanumerical by subject

DESCRIPTION:

This is a record of property no longer needed by the bureau and turned over to the Division of Surplus Property. It is used by the bureau to ensure that the property has actually been transferred and that the division receives credit for the sale of the property. This file includes the organization's name, the property location, the low organization and account numbers, the item number, the quantity of the items, the description of the item, the unit price, the amount of items, and the recommended action.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The record copy of this file is kept by the Division of Surplus Property. This copy has only administrative value.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 14648

3

TITLE: Developmental disabilities early intervention program medical records

DATES: 1971-

ARRANGEMENT: Chronological by termination date, thereunder alphabetical by last name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This series, created by the Developmental Disabilities early intervention program, consists of intake forms, testing protocols, assessment reports, client service plans/treatment plans, progress notes, and all medical documentation about individual patients. UCA 63-75-6 (2005) establishes the program eligibility requirements for non-state medical providers to receive state monies for early intervention programs of childhood diseases. The information is maintained to document the medical conditions of patient enrolled in the early intervention of disabilities program.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation date 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 legal value(s).
Previous decision 1/96: 9 years after termination of services and then destroy. This revised retention is based on the administrative needs expressed by the agency and the federal requirements specified in 34 CFR 76 (2005).

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 14648

TITLE: Developmental disabilities early intervention program medical records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81966

3

TITLE: Diagnostic master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains information on the types of medical conditions that patients who are using the bureau's services have. The file includes the date of diagnosis, the patient number, and the primary through ninth conditions diagnosed. This is a master file of automated data system, file key: HCS.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months and then erase.

APPRAISAL:

These records have administrative value(s).
This record is updated quarterly and only the current information is kept by the system.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7240

3

TITLE: Director's staff meeting minutes

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a duplicate copy of the minutes of the division staff meetings.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The original of these minutes are scheduled as permanent in the division director's office. This copy may be disposed of when no longer needed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81983

3

TITLE: Equipment inventory log

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the log is updated or the equipment is discarded and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 3 Item 10.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82000

3

TITLE: Equipment receipts

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are receipts for dictation equipment issued to employees. This is used to keep track of the equipment and who has it. This series includes name of recipient, and a description of the equipment issued.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the equipment is turned in and then destroy.

APPRAISAL:

These records have administrative value(s). This record has only administrative value. Once the equipment has been returned, it can be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82282

3

TITLE: Family history questionnaire file

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a questionnaire sent to families in which a newborn child has been identified as a high risk for hearing loss. It is used to identify cases where an individual has been incorrectly identified as being at risk. The form includes parent's and child's name, and a history of family members who have had hearing losses.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

After the questionnaire is completed and individuals not at risk are identified, the record has only administrative value. After six months, that value ends.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82282
TITLE: Family history questionnaire file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7238

3

TITLE: Grant program files

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are files relating to the implementation and administration of the family planning grant program, genetic program, neo-natal follow-up program, nutritional program, and pregnancy riskline program. They include 1) financial information; 2) program information; and 3) duplicative material sent to the bureau director for informational purposes.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Original financial records are subject to audit and must be retained for the period specified under 45 CFR 74.20. Records that relate to the program itself, explaining what it does and what it accomplished have long term research value and should be saved. Records that are duplicates and are sent to the bureau for informational or management purposes have only administrative value and should only be kept as long as they are needed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7238

TITLE: Grant program files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82009

3

TITLE: Handicapped children's services panel physician and dentist file

DATES: 1970-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a file of specialists to whom the bureau sends children for treatment. In order for a physician to be a consultant for the bureau, they must apply and be accepted. The file includes the doctor's or dentist's name, address, date and place of birth, education, training, licensure date and number, whether the license was revoked or the physician convicted of a criminal offense, present hospital staff membership, membership in groups, speciality, and signature.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until physician or doctor is removed from the panel and then destroy.

APPRAISAL:

These records have administrative value(s).
This information is used by the staff as long as it is current.
Once the physician leaves the panel, the staff has no further use for the record.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82009
TITLE: Handicapped children's services panel physician and dentist file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82185

3

TITLE: Handicapped children's services patient communicative disorders test results

DATES: 1979-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are the test results of patients who have enrolled in the Handicapped Children's Services program. These tests are part of the evaluation process. The original of the test results are sent to Handicapped Children's Services while the copy remains here. The information includes the clinic doing the testing, the patient's name, identification number, date of birth, age, address, telephone number, school attended, and grade; the patients' names, address, and telephone number; the type of test given the patient; the reason for the referral; background history; evaluation; clinical observation; the speech-language pathologists recommendations.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record is used as a backup in case the original report is lost in transit. It is also used by bureau staff who conduct off-site clinics for reference. After three years, the record loses its administrative value and may be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82185
TITLE: Handicapped children's services patient communicative disorders test results

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81971

3

TITLE: Handicapped children's services summary report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout produced quarterly that shows the number and type of services provided by the bureau. The report includes the number of children served and the number of visits for clinic service, physician service, psychiatric service, speech and hearing service, social service, educational diagnosis service, and other services. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 6450

3

TITLE: Handicapped licensing regulations

DATES: 1964-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7810

3

TITLE: Health insurance claim forms

DATES: 1982-

ARRANGEMENT: None

DESCRIPTION:

These are bills submitted by this bureau for payment for services rendered that are covered by medicaid. This record is used as a control document to ensure that payment is received. It includes patient's name, address, telephone number, date of birth, and sex; name and address of the insured party, the insured's identification number and group policy number, and the relationship between the patient and the insured; the name, address, policy number, and policy holder of other health insurance coverage; whether the patient's condition was caused by an accident; the signatures and dates of signature of the patient and the person who is to authorize payment; the date of the illness or injury; the date the patient first saw the physician; if the patient is disabled, the dates of partial or total disability; if the patient has previously had these symptoms; the name of the referring physician; the dates the patient admitted to and discharged from the hospital; the name and address of the medical facility where the service was rendered; whether laboratory work was performed and the amount of the charges; the diagnosis; the dates and place of medical service; the procedures code; a description of the services and supplies furnished; the amount of the charges; the name, address, and identification number of the physician or supplier; the provider type; the physician or supplier's social security number, employer identification number, and signature; the patient's account number; the total charge; the amount paid by the patient; and the balance due.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7810
TITLE: Health insurance claim forms

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office until payment is received and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This record is used only to ensure that the bureau actually receives payment of the bills. As a record of the billing is kept in the Ledger Cards and in the Division of Health Care Finance, this copy of the form need not be kept after payment has been received.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7813

3

TITLE: Hearing aid inventory cards

DATES: 1958-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of hearing aids given to clients by the bureau. These hearing aids are given to those clients who need one but cannot afford to buy their own. It includes the make, model number, serial number, and type of hearing aid, the name of the dealer providing the hearing aid, the client's name and chart number, the date the hearing aid was issued to the client, whether the issuance is permanent or temporary, and the date the hearing aid was purchased.

RETENTION:

Retain for 2 year(s) or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until patient turns 18, whichever is later and then destroy.

APPRAISAL:

These records have administrative value(s). This form is used to monitor the number of hearing aids given to each patient to ensure that the patient does not abuse the program. It is also used to monitor the warranty period in case there should be a defect in the product. Once the patient turns 18, this record is no longer needed unless the 2 year warranty period is still pending.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7813
TITLE: Hearing aid inventory cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82281

3

TITLE: High risk sensorineural hearing loss file

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of cases in which hearing loss was discovered. It is used by the bureau for research purposes. The information includes the child's name and date of birth, the High Risk clinic doing the testing, the audiologist's name, the age at the first test, the age when hearing loss was discovered, and the results of the hearing test.

RETENTION:

Retain for 75 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 15 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). A long retention will allow for researchers to determine trends in this area. This record is maintained should the individual apply for disability. A 75 year retention is consistent with workmen's compensation claim files.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82281
TITLE: High risk sensorineural hearing loss file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80551

3

TITLE: Infant high-risk hearing test files

DATES: 1979-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This series contains files for infants identified as having a high risk for hearing problems. The program provides screening tests for high-risk infants and medical assistance for infants diagnosed with hearing problems. Files include: referral and application forms, patient progress records, audiometric studies, infant history questionnaires, and insurance billing forms. Information includes: children's names, gender, birth dates, and race, as well as parents' and siblings' names, birth dates, health status, hearing problems, and home telephone numbers and addresses. Family pregnancy, birth, newborn, and early development histories are also included.

RETENTION:

Retain for 22 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: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 17 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
These records have legal value as they must be created and maintained to meet the requirements established by UCA 26-10-6 & UCA 26-10-6(1).

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80551
TITLE: Infant high-risk hearing test files

(continued)

PRIMARY DESIGNATION:
Private UCA 63G-2-302(1)(b),(2)(d)(2008).

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7807

3

TITLE: Insurance billing forms

DATES: 1982-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are copies of invoices, used as a suspense file, sent to the patient's insurance company, third party payers or to the patient himself for those patients who are capable of paying for all or part of the cost of treatment. The form includes the patients name, address, date of birth, and telephone number, the patient's chart number, the name and address of a responsible party other than the patient, the name and address of the insurance company, the insurance policy number, the name and address of the responsible party's employer, the signature of the patient or patient's parent, the date of service, the type of treatment given and the charge for the treatment, the total due, the name of the health care provider(s), the diagnosis, the invoice number, the date of billing, and the authorized signature for the division.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until the bill is paid or written off and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This copy of the form is used as a suspense file to ensure that the bill is paid. When payment is received, the billing form is removed from the file to be destroyed. The record copy of this form is part of the patient chart.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7807
TITLE: Insurance billing forms

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82004

3

TITLE: Insurance tracking and reimbursement file

DATES: 1985-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a file of requests sent to insurance companies for payment of claims or statements that the claim was denied. This documents that all attempts to secure payment from other sources has been made before the bureau pays providers for services to handicapped children. The information includes the insurance company name and address, the patient's name and identification number, the parent's name and address, the policy number, the services provided, and the amount of the billing.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

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 destroy.

APPRAISAL:

These records have administrative value(s).
After the insurance company provides payment or denies the claim the record has administrative value for reference and for workload studies. After two years, the administrative value ends.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82004
TITLE: Insurance tracking and reimbursement file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81985

3

TITLE: Interdepartmental transfers

DATES: 1986-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 6 Item 5.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82284

3

TITLE: Inventory lists

DATES: 1988-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Schedule 3 Item 10.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 23698

3

TITLE: Kids on the Move student files

DATES: 1986-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series contains student files documenting services provided to infants and toddlers enrolled in the Kids on the Move (KOTM) program. Files are used to create service contracts between KOTM and their families while children are actively participating in the program. Information includes children's names and birth dates, diagnoses, insurance details, language and ethnic identifications, parent or guardian names, addresses, home and work phone numbers, marital status, and staff member names. Also included are reports and forms such as child assessment forms, health checklists and screenings, family fee determination worksheets, family service and transition plans, referral information, transportation reimbursements, authorizations for disclosure of information services, and related records.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2010

FORMAT MANAGEMENT:

Paper: For records beginning in 1986 through 2004. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2005 and continuing to the present. Retain in Office for 50 years and then delete.

Paper: For records beginning in 2005 and continuing to the present. Retain in Office for 5 years and then destroy provided all paper records have been digitized.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 23698
TITLE: Kids on the Move student files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
These records are used to administer the program. They have fiscal value as they document publicly funded children's services. The records have legal value as they are defined by 34 CFR 74.53 (Education Department General Administrative Regulations).

PRIMARY DESIGNATION:

Exempt 34 CFR 99

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 6452

3

TITLE: Literature on the handicapped bibliography

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82286

3

TITLE: Maintenance work order requests

DATES: 1988-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 3 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Based on General Schedule 11 Item 5.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 19754

3

TITLE: Manuals

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

Provides a record of policies and procedures that govern the operation and administration of various programs within the Maternal and Infant Clinic. May contain: policy manuals, final reports, publications, etc.

RETENTION:

Permanent. Retain until superseded

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 until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80826

3

TITLE: Maternal and infant health patient data system

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is an automated data system to track patients enrolled in the Maternal and Infant Health Program.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7816

3

TITLE: Medicaid coding manual

DATES: 1980-

ARRANGEMENT:

DESCRIPTION:

This manual is prepared for the use of health care providers setting forth the various codes they are to use to claim reimbursement for health care provided to medicaid recipients. It is Used by the bureau when claiming reimbursement from medicaid. It includes the code number, the code name, and the factor code.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or no longer needed and then destroy.

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

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

APPRAISAL:

These records have administrative value(s).

The record copy of this manual is kept by the Bureau of Policy and Planning, Division of Health Care Financing. Therefore, this copy needs only to be kept as it has administrative value.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7815

3

TITLE: Medical eligibility directory

DATES: 1986-

ARRANGEMENT: None

DESCRIPTION:

This is computer output microfiche number 18130D listing those individuals eligible for medical assistance. It includes the report date, the client's name and identification number, the case number, the medical eligibility date, the client's sex, assistance category, and the beginning and ending dates of eligibility.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office until updated and then destroy.

APPRAISAL:

These records have administrative value(s).

This fiche is duplicated in a number of other places. Over 45 copies are made in addition to the master copy. The record copy is kept elsewhere; therefore, this copy need not be kept past its administrative value.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7815
TITLE: Medical eligibility directory

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80834 3

TITLE: Medical provider appointments, excluding office visits, by type of patient and appointment report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the appointments made and kept for medical services. This report is produced quarterly. It includes the provider's name, and by the gender of patient the number of appointments scheduled, added, made by telephone, broken, cancelled, kept, and the number of new and old cases. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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, and/or fiscal value(s). This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80834
TITLE: Medical provider appointments, excluding office visits, by type of patient and appointment report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81986

3

TITLE: Minutes

DATES: 1981-

ARRANGEMENT: none

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 2 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 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81986
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82003

3

TITLE: Monthly budget operating report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the expenditures, appropriations, and allotments for the bureau. It is used to reconcile actual expenditures with allocated funds. The information includes the accounting period; the percentage of the year expired; the appropriation number and name; the division number and name; the activity number and name; and for each activity within each division, the account code number and name, the amount of the annual work program, the amount of the allotments for the year to date, the outstanding encumbrance/reservations, expenditures for the current month, expenditures for the year to date, and the uncommitted allotments balance.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

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 destroy.

APPRAISAL:

These records have administrative value(s).

The record copy of this report is kept in Finance. This copy has administrative value only.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81998

3

TITLE: Notification of appointment file

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is documentation that an appointment for services was made with patients. This is used to ensure that the appointment is kept, to serve as a follow-up for missed appointments and to document treatment offered patients. The information includes the name and address of the patient, the date and time of the appointment, and the name of the doctor.

RETENTION:

Retain for 1 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then destroy.

APPRAISAL:

These records have administrative value(s).
A copy of this record is kept as part of the patient file. This copy of the form therefore has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80831

3

TITLE: Office appointments and cost by speciality report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout that gives a breakdown of services by medical specialities and the costs for these services. This report is no longer prepared. It includes the medical speciality; the doctor's name; the number of office appointments scheduled, kept, cancelled, broken, and total; and the number of provider services for X-Ray, EEG, EKG, and others by both number of visits and costs. (Note that there are two separate copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 report has no further value and may be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80831
TITLE: Office appointments and cost by speciality report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81969

3

TITLE: Office appointments and costs by speciality report

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout that gives a breakdown of services by medical specialities and the costs for these services. This report is prepared annually. It includes the type of speciality; the number of office appointments that were scheduled, kept, cancelled, broken, the total appointments and the total costs; and the number of visits and the costs of those visits for X-Ray, EEG, EKG, and other services. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81968

3

TITLE: Open cases by primary line number by county report

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout produced annually that lists by county the number of cases by the primary diagnosis. It includes the county name, the primary diagnosis number and the number of cases for each diagnosis. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82181

3

TITLE: Patient files

DATES: 1977-

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION: 13.00 cubic feet.

DESCRIPTION:

This series contains testing, diagnosis, and treatment records for patients evaluated by the bureau. Information may include growth charts, care coordination and treatment plans, releases and requests for information, insurance and billing records, authorizations for services, SSI/DDI requests, medication lists, and correspondence. May also contain Patient and Family Information, Referrals and Applications for Service, Patient History, and Community/School forms as well as laboratory, X-ray, physician (pediatrics, neurology, orthopedics, and ophthalmology), OT/PT, hearing and vision, speech, language, psychology, social work, nutrition, and dental reports.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closing and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The record should be kept in the office as long as the case is open. As some cases are closed immediately after testing and others can be kept open for years, one retention cannot be set for open cases. A ten year retention is recommended to protect the state should someone bring suit claiming an incorrect

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82181

TITLE: Patient files

(continued)

diagnosis. The determinate here is that the rules of discovery would apply. At the age of 18 s/he is no longer eligible for services from this bureau. Then the chart can be microfilmed. The record is maintained should the individual apply for disability. A 75 year retention is consistent with workmen's compensation claim files.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82007

4

TITLE: Patient log

DATES: i 1986-

ARRANGEMENT: alphabetical by name

DESCRIPTION:

This log indexes files used by the staff to locate patient information.

Information includes the patient's name and date of birth, chart number, and the number of the computer disk where the information is located.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 week and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is updated weekly. Once a new log has been prepared, the old one can be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80828

3

TITLE: Patient master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the demographic, diagnostic, clinic and provider visit information about Maternal and Child Health Services patients. This file includes the date of application; the patient number; the source of referral; the patient's name, residence, date of birth, race, sex, social security number, and marital status; insurance information; the parents' ages and education; the state and county code numbers; if the case is closed, the reason and the date; a record of visits and services; the costs of services; physical examination information; diagnoses; and the risk profile. This is a master file of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 month(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months after the update has been made and then erase.

APPRAISAL:

These records have administrative value(s).

This record is updated quarterly. Once the update has been made, the old information can be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80828
TITLE: Patient master file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81964

3

TITLE: Patient master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the demographic, diagnostic, clinic and provider visit information about Handicapped Children's Services patients. The file includes the date of application; the patient number, name, address, date of birth, sex, social security number, and marital status; insurance information; the mother and father's age and education; the state and county code; if the case is closed the reason and date; a record of visits and services; and physical and diagnostic information. This is a master file of automated data system, file key: HCS.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months and then erase.

APPRAISAL:

These records have administrative value(s).

This record is updated quarterly. Once the update has been made, the old information can be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81964
TITLE: Patient master file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 1789

4

TITLE: Patient's medical case files

DATES: i 1946-

ARRANGEMENT: None

DESCRIPTION:

This is a complete record of the medical treatment given to handicapped children by the bureau. It includes Closure/Reopen Forms, Unit Scheduling Record, Diagnosis Listing, Appointment Record, Progress Notes, Clinic Physician's Recommendations, Social Worker's Notes, Growth Charts, Reports of Medical Examinations, Examination, X-Ray, and Laboratory Reports, Parents' Questionnaire, Physician Selection, Correspondence, Log Sheets, Report of Psychological Examination, Developmental Tests, Certification of Handicapping Conditions, Request for Information, Release of Information, Hospital Treatment Summary, Nutritional Problems and Recommendations, and Release of Information Forms. Information includes age, appearance, assets and debts, brothers and sisters, condition of living quarters, current and past addresses, date of birth, educational level, employer, ethnic group, expenditures, family history, food purchase and consumption, income, marital status, medical information, name, name of kin, number of children, occupation, parent's birth information, personality inventory, physical characteristics, physical disabilities, psychiatric information, race, salary, sex, signature, social security number, telephone number, and insurance coverage. Note that some of this information is collected about the patient's parent(s). The file also contains a record of treatment, signed consent for treatment forms, signed consent to release information forms, and information on the patient's health care provider.

RETENTION:

Retain for 78 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1986

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 1789
TITLE: Patient's medical case files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 77 years and then destroy.

APPRAISAL:

These records have administrative value(s).
The retention period for these records are dictated by the fact that they are the medical records of handicapped children. Many of these children have recurring problems and files that are closed can be reopened again at any time. Due to that fact, the files cannot be microfilmed until the child reaches majority which in Utah is 18 years of age (UCA 15-2-1). At 18, he/she is no longer eligible for services from this bureau. Then the chart could be microfilmed. The record is maintained should the individual apply for disability. A 75 year retention is consistent with workmen's compensation claim files.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80556

3

TITLE: Pediatric clinic reports

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports of the activity of the pediatric clinic for a given year. This clinic report includes case summary sheets and clinic reporting sheets, child's name, date of birth, age, residence, grade, telephone number, parent's name, clinic location, and results of test. This is only an office copy.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This is a duplicate copy prepared for reporting purposes. Once the record's administrative value ends, the record can be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82002

3

TITLE: Pending reimbursement file

DATES: 1986-

ARRANGEMENT: alphabetical by name

DESCRIPTION:

This is a record of letters of notification sent to health care providers that an overpayment was made to them. It is used by the bureau for any necessary follow-up action and to verify that reimbursement is received. The information includes name and address of the provider, the patient's name, and the amount of the overpayment.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until payment is received and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Once payment is received, this record is no longer needed. If payment is not received within a year, the record can be destroyed because the amounts involved do not warrant further action.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82002
TITLE: Pending reimbursement file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81972

3

TITLE: Physician appointments

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the appointments made and kept for physician services. This report is produced quarterly. It includes the physician's name; the number of appointments scheduled, added, made by telephone, broken, cancelled and kept; the number of new and old patients seen; and the types of appointments kept. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81972
TITLE: Physician appointments

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82006

3

TITLE: Physician log

DATES: 1977-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a record of physicians to whom patients are referred for services. It is used for quick reference by the staff. The information includes the doctor's name, address, telephone number, and speciality.

RETENTION:

Retain for 1 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then destroy.

APPRAISAL:

These records have administrative value(s).
This record is updated constantly. Once a new list has been prepared, the old one can be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81987

1

TITLE: Policy and procedures manual

DATES: 1984-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Permanent. Retain until superseded

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 until updated or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Retention Schedule 16 Item 1.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82287

3

TITLE: Policy and procedures manual

DATES: 1988-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Schedule 16 Item 1.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82271

3

TITLE: Problem, objective, methods, and evaluation project files

DATES: 1977-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the division's projects that were prepared as part of the budget planning process. This record is obsolete. It includes description of problems, the bureau's objectives, the methods to solve the problems and reach the objectives, and the effectiveness of the methods chosen.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has only administrative value. The information contained here is duplicated in the annual report.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81978

3

TITLE: Professional visits report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual statistical report that shows what types of professional services were used by clients during the year. It includes the type of profession (physician, speech and hearing therapists, etc.), and for each profession the number of visits kept, cancelled, broken, and the total. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81978
TITLE: Professional visits report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80829

3

TITLE: Provider master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the names of individuals and organizations who provide direct medical services to patients in clinics or on a reimbursed referral basis. It includes provider's name, code number, and specialty; the institution's name and code number; and the transaction code. This is a master file of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 month(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months after the information has been updated and then erase.

APPRAISAL:

These records have administrative value(s).

This file is updated quarterly. Once the information has been updated, the old information can be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82008

3

TITLE: Provider tracking report

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of payments to health care providers made by the bureau. It is used for budget purposes to track current year spending. The information includes the provider's name, the period of the report, and the amounts spent for out-patient services, for hospital services, for drugs, for appliances, and the total for the month.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

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 destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7809

3

TITLE: Psychological tests

DATES: 1970-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are tests taken on patients to measure their verbal, visual, and visual-motor abilities to determine the patient's IQ and development and to determine what treatment, if any, would be required. The records include the patient's name, unit number, county of residence, date of birth, school attended, grade, and age, the name of the examiner, the examination date, the type of tests given, and the test results.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until the related patient chart is closed and then attach to the related patient chart.

APPRAISAL:

These records have administrative value(s).

This record is a part of the information gathered about the patients and is used in conjunction with the patient chart. Due to space considerations, this record is filed apart from the patient charts. As long as the case is open, this is practical. However, once the case is closed, the related psychological tests should be pulled from the file and attached to the patient chart to ensure that all information on that patient is kept together.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 7809
TITLE: Psychological tests

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 24191

3

TITLE: Publications

DATES: 1948-

ARRANGEMENT: Chronological by date.

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:

Permanent. Retain until administrative need ends

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 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/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81988

3

TITLE: Purchase requisitions

DATES: 1985-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 3 Item 4.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82196

3

TITLE: Records transfer sheets

DATES: 1988-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 6 month(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after all related records are destroyed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 16 Item 3c.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81989

3

TITLE: Records transfer sheets file

DATES: 1984-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after all records on the sheet have been disposed of and then destroy.

APPRAISAL:

These records have administrative value(s).
This record is used by the bureau to recall records sent to the Records Center. So long as those records are kept in the Records Center, they must have this file.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 843

1

TITLE: Reporting system procedures

DATES: undated

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May 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 State Archives permanently with authority to weed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82278

3

TITLE: Response cards

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These are computer generated mailings to the family of a child identified as a high risk for hearing loss. It notifies the parents that their child may have hearing problems and invites them to have their child's hearing tested. The parent returns the card to request a hearing test or to indicate no interest in the test. The information includes the parents' name and address, and whether the parent wants the child's hearing tested or not, and, if so, where they want the testing to be done. This is document of automated data system, file key: SHADS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
If a patient is tested, the pertinent information is kept in the data system and the paper copy can be destroyed. If the patient is not tested, a copy of the card indicating that testing was offered and refused should be kept in case the parent later attempts to bring legal action against the state.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82278
TITLE: Response cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80549

3

TITLE: School screening results

DATES: 1969-

ARRANGEMENT: Alphabetical by school

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

This is a record of results of hearing tests conducted in schools around the state. This program has been abandoned because of budget cuts. The information includes school name, date of screening, student's name and grade, test results for speech, hearing, and language.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has no further value. Many of the students tested are now adults. As the number of tests and schools involved is so small, there is no practical research value in these records.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81973

3

TITLE: Service summary by primary diagnosis

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical record of the types of services given for specific health problems. This report is generated annually. It includes the diagnosis code, and for each code, the number of open cases, the number of cases receiving services, the number of cases and visits to clinics, the number of cases and days of hospital service, the number of cases and visits to physicians offices, and the number of services by specialists. This is a report of automated data system, file key: HCS.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Statistical information is needed for potential federal audit for three years, according to 45 CFR Part 74. However, the staff feels that these statistical reports have administrative value in charting long-term trends and wants to keep them ten years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80833

3

TITLE: Service summary report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout produced quarterly that shows the number and type of services provided by the bureau. The report includes the number of children served, clinic visits and costs for clinic service, medical provider service, psychiatric service, speech and hearing, nutrition, social services, education and nursing, and the amounts paid by insurance and by medicaid. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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 administrative, and/or fiscal value(s).

This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81997

3

TITLE: Social security administration referral pending file

DATES: 1985-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a file of referrals from the Social Security Administration to the bureau of children who are eligible for services. The bureau takes the referral and sends an application form to the family involved. This file is maintained as a suspense file until the application is returned. It includes the name and address of child and responsible adult, the child's social security number and date of birth, the child's sex, the parents' marital status, the family's income level, parent's employment, a description of the amount and type of other assistance, the previous year's medical expenses, and any insurance coverage.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until the application is received and then destroy.

APPRAISAL:

These records have administrative value(s).
If the application is not returned within a year, the party involved is not interested in applying for benefits.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81997
TITLE: Social security administration referral pending file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82277

3

TITLE: Source document

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a computer output generated by the data system and sent to the bureau which identifies those children believed to have a high risk of hearing problems. One sheet is generated for each child. This is used by the bureau as a working document. As they conduct the screening, the bureau documents the results on the form and uses it as an input document. The information includes child's name and date of birth, the father's name and address, the family history hearing loss code, the pregnancy complication code, the concurrent illness code, the child's birth weight, any congenital defects, and the response to the bureau and any test results. This is a document of automated data system, file key: SHADS.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until the information is input into a data system and then destroy.

Computer data files: Retain in Office until updated and then delete.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82277

TITLE: Source document

(continued)

APPRAISAL:

These records have administrative value(s).

Once the information has been followed up on, the case closed, and the information input into the data system, this record can be disposed of.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80550

3

TITLE: Speech and hearing automated data system file

DATES: 1978-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an automated system that takes birth information and sorts from it names of children who have high risk of having problems. This data is then sent to the bureau of Communicative Disorders for screening. After screening this information is kept as a record of screening results. This series includes speech and hearing master file, source documents files, response cards file, death list files, high risk sensory neural hearing loss file, and the family history questionnaire file.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or superseded and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82274

3

TITLE: Staff meeting minutes and notes

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of staff meetings. Besides documenting what occurs in the meetings, these are used by American Speech-Language-Hearing Association evaluators to review that the bureau is reviewing new findings and changes in the profession. Some of these records are hand written notes while others are typed copies of minutes.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

While the records have value in documenting that the staff is keeping current with professional trends, the information in the file is not significant enough to warrant permanent retention. This is particularly true where formal minutes were not taken.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 80565

3

TITLE: Summer clinic reports

DATES: 1973-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of clinics given around the state to provide speech, hearing, and language therapy to individuals referred to this program by other bureaus. The information includes the clinic date, the county and city where the clinic was held, the number of patients, the names of the children seen the patient identification number or program, the patient's date of birth and age, the diagnosis, the patient's address, and the phone number.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Patient information can be found in the relevant patient charts.

This is a summary of the activities used for management purposes for which there is administrative value only.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 80565
TITLE: Summer clinic reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82268

3

TITLE: Summer clinic scheduling sheets

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the lists of appointments scheduled for the summer clinics. They include the type of clinic, the date, the tester's name, the names and dates of birth of the children tested, the parent's name and address, and the results of the hearing and speech tests and recommendations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82269

3

TITLE: Summer clinic summary report

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of the test results of hearing and speech tests given children in the summer clinics. These copies were made for management purposes only. The report includes the patient's name, identification number, date of birth, age, address, telephone number, school attended, and grade; the parents' names, address, and telephone number; the type of test given the patient; the reason for the referral; background history; evaluation; clinical observation; and the speech-language pathologist's recommendations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This copy was prepared for management purposes. Once the record's administrative value ends, the record can be destroyed.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 82269
TITLE: Summer clinic summary report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82005

3

TITLE: Supervisor's personnel file

DATES: 1976-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are personnel records maintained by managers on employees for the purposes of formulating performance plans and appraisals.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

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 destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 1 Item 18.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 7242

3

TITLE: Supervisor's personnel files

DATES: 1982-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are personnel files kept by management for evaluation purposes.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 26998

3

TITLE: Technology dependent waiver program client records

DATES: 1995-

ARRANGEMENT: Alphabetical by client surname.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document services provided to enrollees in the Utah Medicaid Waiver Program for Technology Dependent Children. The program covers the expense for impecunious enrolled children require medical technology to survive. Information may include comprehensive assessments, plans of care, waiver and state plan services being received.

RETENTION:

Retain for 8 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: 12/2017. 42 CFR 422.504(d)(2)(iii)

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after client file is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 3 years after client file is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 26998

TITLE: Technology dependent waiver program client records

(continued)

PRIMARY DESIGNATION:

Exempt 45 CFR 164.530(c)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(a)(b)and (2)(d)(2017)

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81990

3

TITLE: Tracking logs

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These are a number of different logs used to track the movement of records through the bureau or to assign numbers to them. These include New Patient Case Number Assignment Log, Patient Chart Checkout Sheet, Meditech Transcription Log, and Patient Chart Transfer Log. These logs include patient name, chart number, and the date of the activity logged.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 23 Item 1.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81991

3

TITLE: Travel vouchers

DATES: 1985-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 9 Item 3.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 26721

3

TITLE: Utah Birth Defect Network case files

DATES: 1994-

ARRANGEMENT: Chronological by birth year, thereunder by case number.

DESCRIPTION:

These records support the agency's function to operate a statewide system to monitor the occurrences of major structural birth defects. These records document instances of birth defects in the state as defined by R398-5-2 (2015). Information includes type of birth defect, reporting health care provider, and personal identifiable information (PII).

RETENTION:

Permanent. Retain for 35 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 35 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are of historical value to the agency and researchers as they contain longitudinal research data used to assess risk factors for birth defects and analyze the effectiveness of prevention programs.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 26721

TITLE: Utah Birth Defect Network case files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b)(2014)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(1)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81999

3

TITLE: Vendor authorization payment log

DATES: 1982-

ARRANGEMENT: Numerical by authorization number

DESCRIPTION:

This is a record of all vendors who have authorization to receive payments for services to handicapped patients. This form is also used for statistical purposes, to identify outstanding authorizations, and to track vendor claims. It includes the authorization number, the vendor's name, the type of service, the prescription date, the patient's name, the patient's number, the service date, the total claim amount, the amount to be paid by others, the identification of the other payer, and the amount to be paid by the state.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

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 destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value. Retention in office is recommended due to the small quantity.

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs
SERIES: 81999
TITLE: Vendor authorization payment log

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81992

3

TITLE: Vendor contract files

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the contract has been completed or terminated and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 3 Item 4.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82276

3

TITLE: Vendor files

DATES: 1976-

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

This is a reference file on the vendors that the bureau deals with. It is used in soliciting bids and in providing information in day-to-day dealings with vendors. This file includes brochures, price lists, copies of purchase requisitions, records of equipment problems and service calls.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This file has only administrative value. Flexibility in retention is necessary as the need for specific types of information will vary wildly. For instance, information on equipment will have to be retained as long as the equipment is kept.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 82263

3

TITLE: Weekly clinic scheduling sheet

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the appointments held by the clinics. It includes report period, the clinic name, the area served, the patient's name and record number, and the type of test and the results.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 81993

3

TITLE: Work order file

DATES: 1985-

ARRANGEMENT: none

DESCRIPTION:

These are requests for maintenance service submitted by the bureau. They are used to verify that the request is completed.

RETENTION:

Retain for 3 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months after the work is performed or the request is cancelled and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 11 Item 5.