

Retention and Classification Report

Agency: Department of Health (483)

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Records Officer: _____

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|-------|---|
| 29601 | Budget |
| 16721 | Departmental reorganization file |
| 80760 | Executive Leadership Team meeting notes |
| 16716 | Executive director's correspondence |
| 28721 | Monthly reports to the Governor |
| 28709 | Operations Committee meeting notes |
| 16724 | Policy and procedures manual |
| 01089 | Publications |

AGENCY: Department of Health

SERIES: 29601

3

TITLE: Budget

DATES: 2016-

ARRANGEMENT: chronological

DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Health

SERIES: 16721

3

TITLE: Departmental reorganization file

DATES: 1980-

ARRANGEMENT: None

DESCRIPTION:

These records support the agency's function to organize the department into divisions and offices, and to structure such organization to promote the efficiency and effectiveness of the operations of the department (Utah Code 26-1-13(1981)). Records document the work of the reorganization committee and final decisions. Information includes meeting notes and organizational charts.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

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

AGENCY: Department of Health

SERIES: 16721

TITLE: Departmental reorganization file

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the reorganization of the department, the reasons for the change, and the means by which it was achieved.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Health

SERIES: 16716

3

TITLE: Executive director's correspondence

DATES: 1978-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records support the agency's administrative function to document correspondence regarding executive decisions. Records document unique information regarding the structure, functions, and implementation of agency programs as well as other agency interests. Recipients of outgoing correspondence include state agencies, state and national organizations, and the federal government. Information includes sender and recipient information, date of correspondence, and related materials.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after separation and then transfer to State Archives with authority to weed.

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

AGENCY: Department of Health

SERIES: 16716

TITLE: Executive director's correspondence

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the policies and activities of the chief executive officer of the department and as such have long-term historical value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Health

SERIES: 80760

3

TITLE: Executive Leadership Team meeting notes

DATES: 1980-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the Executive Leadership Team's function to make executive decisions about the agency's programs, structure, and policies and procedures. Records document recommendations submitted by the Operations Committee, matters discussed, and decisions made, as well as the date and time of the meeting.

RETENTION:

Permanent. Retain for 2 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: For records beginning in 1980 through 2013. Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 2 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 interest as they document the decisions of an executive body.

AGENCY: Department of Health

SERIES: 80760

TITLE: Executive Leadership Team meeting notes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Health

SERIES: 28721

3

TITLE: Monthly reports to the Governor

DATES: 2011-

ARRANGEMENT: chronological.

DESCRIPTION:

These records support the agency's administrative function to prepare and send monthly reports to the Governor's Office. Records document the department's achievements and employee accomplishments. Information includes items needing attention as well as employees' years of service and upcoming retirements.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). These records are of historical interest as they provide a snapshot of the achievements of the agency and its employees.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 28709

3

TITLE: Operations Committee meeting notes

DATES: 2004-

ARRANGEMENT: Chronological by date

DESCRIPTION:

These records support the Operations Committee's function to act as an advisory committee to the Executive Leadership Team. Records document the committee's recommendations based on comments received from agency employees. Information includes matters discussed, decisions made, as well as the date and time of the meeting.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: For records beginning in 2005 through 2013. Retain in Office for 2 years and then destroy.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health

SERIES: 28709

TITLE: Operations Committee meeting notes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 16724

3

TITLE: Policy and procedures manual

DATES: 1986-

ARRANGEMENT: Numerical by policy number.

DESCRIPTION:

These records support the agency's executive function to document the direction of entity programs as established in Utah Code 26-1-4 (2013). Records are policies and procedures created by executive decision makers for use of the entire department.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

Computer data files: 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). These records are of historical value and the document the dissemination of agency programs, policies and procedures.

AGENCY: Department of Health

SERIES: 16724

TITLE: Policy and procedures manual

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Health

SERIES: 1089

3

TITLE: Publications

DATES: 1898-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to prepare publications. Records document isolated publications not created on a scheduled basis. 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 for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

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

AGENCY: Department of Health

SERIES: 1089

TITLE: Publications

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document
published information for public education and formal reports.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.