

Retention and Classification Report

Agency: Division of Health (483)

288 North 1460 West
Salt Lake City, UT 84116
801-584-8585

Records Officer: _____

11585	*Accessioned records
01092	*Administrative records
83641	*Air Conservation Committee reports
12117	*Annual reports
14876	*Association of State and Territorial Health Officials record
84278	*Attorney General's opinions
07481	*Audit reports
29601	Budget
14122	*Cancelled paychecks
06851	*Committee and conference files
02822	*Conference and travel records
07480	*Correspondence files
05475	*County health department administrative records
05455	*County health offices personnel records
01090	*County marriage data transcripts
16721	Departmental reorganization file
12340	*Deputy directors' executive correspondence
24225	*Directory of health services
12492	*Employee assistance files
01230	*Employee leave applications
80760	Executive Leadership Team meeting notes
14869	*Executive correspondence
16716	Executive director's correspondence
06835	*Executive director's departmental monthly highlights
16719	*Executive director's office correspondence
02756	*Federal health assistance programs contracts
14097	*Fetal trace metal study records
05125	*Financial and budget records
05474	*Health bureau's project reports
01091	*Health department miscellaneous correspondence
02569	*Health facilities construction administrative records

01093	*Health facilities construction project specifications
02819	*Health project contract files
05470	*Hospital and nursing home construction project files
05180	*Immunization signature cards
01102	*Little Hoover Commission study records
01701	*Local health districts personnel case files
24196	*Medical Self-Help Training Program records
05220	*Medical payments lists
16723	*Meetings agenda
01104	*Mental retardation program records
14096	*Milk study records
28721	Monthly reports to the Governor
25217	*Non-substantive correspondence
28285	*Occupational and hygiene reports
25400	*Olympic health issues planning records
28709	Operations Committee meeting notes
01111	*Payroll registers
01225	*Personnel approved class specifications
01702	*Personnel recruitment open case files
01690	*Personnel savings bond purchase and balance reports
16724	Policy and procedures manual
25514	*Public health newspaper clippings
24625	*Public health preparedness and response for bioterrorism
01480	*Public water chlorination reports
01089	Publications
01232	*Qualified job applicants register
14086	*Radiation studies
01603	*Radiation study radiological surveillance reports
30541	*Radiological Surveillance System reading records
03127	*Redeemed warrants
05471	*Requisitions and vouchers
11682	*Rules, regulations, and standards
11571	*Sheep radiation studies
01114	*State health plans
24222	*The Utah Veterinarian
14089	*Utah Tumor Registry records
02959	*Utah hospitals list
14088	*Warrant registers
02635	*Welfare for children
23815	*Working papers for state health plans

AGENCY: Department of Health

SERIES: 11585

3

TITLE: Accessioned records

DATES: 1938-1982.

ARRANGEMENT: none

DESCRIPTION:

The accessioned records include various reports; studies; evaluations; statements; compilations of rules, statutes, regulations, and policies regarding the health code; transcripts of public hearings; plans; briefings; and bulletins. Included are a few attendance cards (1946, 1950).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

SERIES: 1092

3

TITLE: Administrative records

DATES: 1946-1979.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Box 10 includes AG opinions 1957-1958, department program plans 1979, and state personnel info. 1974-1978.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Personnel files

AGENCY: Department of Health

SERIES: 83641

3

TITLE: Air Conservation Committee reports

DATES: 1968-1982.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

The air quality code reports outline the final legislation regarding air pollution control in Utah. Each report outlines the text of the law applying to certain aspects of air pollution control. They were apparently produced as public announcements of new regulation. The Air Conservation Committee was created within the Department of Health by statute in 1967 (Laws of Utah, 1967, Ch. 47).

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 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.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these reports in tracking legislation and regulations regarding air quality in Utah.

AGENCY: Department of Health

SERIES: 83641

TITLE: Air Conservation Committee reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 12117

3

TITLE: Annual reports

DATES: 1899-1973.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Health Department activities from the previous year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 14876

1

TITLE: Association of State and Territorial Health Officials records

DATES: 1987-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This record series consists of reference material concerning the Association of State and Territorial Health Officials (ASTHO). Information includes association annual reports, programs from association conferences, and correspondence between members concerning association activities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Health

SERIES: 84278

3

TITLE: Attorney General's opinions

DATES: 1934-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These are legal interpretations written by the Attorney General's office upon request by the division to guide them in enforcing and obeying the law. They include opinions on custody and guardianship definitions and certification of programs and providers.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historic value as they document legal interpretations provided by the Attorney General's office to the agency.

AGENCY: Department of Health

SERIES: 84278

TITLE: Attorney General's opinions

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 7481

3

TITLE: Audit reports

DATES: 1977-2015.

ARRANGEMENT: None

DESCRIPTION:

These are copies of performance and financial audits conducted by the State Auditor's office and Attorney General's opinions on specific legal questions. These reports include the date of the audit, and the findings of the audit. The opinions include the dates the opinion was requested and given, the name of the employee writing the opinion and the issues at question.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

These are copies of reports that should be kept in the originating offices. For this reason, they only need to be kept by the division for as long as they have administrative value. Within 5 years, all findings of an audit report should be implemented.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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: 14122

3

TITLE: Cancelled paychecks

DATES: 1982.

ARRANGEMENT:

DESCRIPTION:

Copies of cancelled paychecks returned from the bank.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 6851

3

TITLE: Committee and conference files

DATES: 1989-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION 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 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.

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of committee and conference records in documenting agency achievements, policies, programs and functions.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 2822

1

TITLE: Conference and travel records

DATES: 1969-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series consists of records pertaining to conferences which are sponsored by the Health Department. Information may include agenda of presentations, conference proposals, travel records, correspondence, and other related documents.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being microfilmed and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have administrative value(s).

See June 2015 time stamp

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 7480

3

TITLE: Correspondence files

DATES: 1972-2015.

ARRANGEMENT: None

DESCRIPTION:

These records contain all outgoing and incoming correspondence of the department/division heads. They include memoranda, correspondence, requisitions, purchase orders, and other material related to the management and operation of the department/division.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

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 separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have administrative and fiscal values. Divisional correspondence at the divisional level would have many policy implications for the division, and as such, should be permanent. However, these files also contain a lot that is of little long-term value which should be weeded out before the records are transferred to the Archives.

AGENCY: Department of Health

SERIES: 7480

TITLE: Correspondence files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 5475

3

TITLE: County health department administrative records

DATES: 1960-1964.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

SERIES: 5455

3

TITLE: County health offices personnel records

DATES: 1971-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health

SERIES: 1090

3

TITLE: County marriage data transcripts

DATES: 1922-1954.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records document information on individuals that is of high research value to genealogists, historians, and sociologists.

PRIMARY DESIGNATION:

Public

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: 12340

3

TITLE: Deputy directors' executive correspondence

DATES: 1980-2015.

ARRANGEMENT: Chronological thereunder Alphabetical by subject

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
duplicate series

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 24225

3

TITLE: Directory of health services

DATES: ca. 1971-1977.

ARRANGEMENT: Chronological.

DESCRIPTION:

The State Division of Health published these booklets on a semi-regular basis. The booklets' function was to describe the current programs and services administered by the Division. Each program provided a designee that interested parties could contact for further information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on the value of these records in documenting agency achievements, policies, programs, services, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 12492

3

TITLE: Employee assistance files

DATES: 1988-1989.

ARRANGEMENT: Numerical by case number

DESCRIPTION:

Files which document employees who have sought assistance for personal problems which interfere with job performance. Information includes copies of personnel actions, professional notes, and some medical/psychological information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee assistance program files, GRS-1913.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until paper copy is up-dated and placed in paper file and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Controlled. Psychiatric evaluations UCA 63G-2-304 (2008)
Protected. UCA 63G-2-305(2)(b) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1230

3

TITLE: Employee leave applications

DATES: i 1985-1989.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 14869

3

TITLE: Executive correspondence

DATES: 1988-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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 achievements, policies, programs, and function.

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: 6835

1

TITLE: Executive director's departmental monthly highlights

DATES: 1986-1990.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports highlighting the activities of the divisions and bureaus of the Health Department. They are used to inform the Executive Director of program statistics and procedures or other matters that the Executive Director should be informed about. The statistics of this report are taken from bureau and division monthly reports.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on that these monthly highlights document program statis and overall operation of the Divisions and Bureaus of the Health Department.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 16719

3

TITLE: Executive director's office correspondence

DATES: 1978-1989.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This is a file of correspondence generated by the bureau itself. It includes copies of correspondence to and from other bureaus in the department, the department director, and other state agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

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

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

APPRAISAL:

These records have administrative, and/or historical value(s). Those records, not duplicated elsewhere, that document the activities of the bureau as a whole and show its policies, achievements, function, procedures, and activities are of long-term value. However, those records that deal with day-to-day situations have only an administrative value. Records under "1" are letters that do not add any information to that contained in the transmitted material. Quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "2" relate to the internal administration or housekeeping activities of the office. In general these records relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and

AGENCY: Department of Health

SERIES: 16719

TITLE: Executive director's office correspondence

(continued)

office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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: 2756

3

TITLE: Federal health assistance programs contracts

DATES: 1970-1973.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

SERIES: 14097

3

TITLE: Fetal trace metal study records

DATES: 1962-1974.

ARRANGEMENT: Numerical.

DESCRIPTION:

Survey data, questionnaires, and some correspondence regarding environmental exposure to various trace metals such as lead and zinc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency research, findings, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 5125

3

TITLE: Financial and budget records

DATES: 1955-1968.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Health

SERIES: 5474

3

TITLE: Health bureau's project reports

DATES: 1965-1967.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

SERIES: 1091

1

TITLE: Health department miscellaneous correspondence

DATES: 1955-1971.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This is correspondence from the Health Department. It was sent to the Archives before series numbers were required. It contains a variety of miscellaneous items concerning activities conducted by the Health Department and the various divisions and bureaus.

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.

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

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 2569

3

TITLE: Health facilities construction administrative records

DATES: 1966.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence and reports regarding hospital facility needs, particularly in Davis County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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

SERIES: 1093

3

TITLE: Health facilities construction project specifications

DATES: 1950-1969.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

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

SERIES: 2819

3

TITLE: Health project contract files

DATES: 1959-1974.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 5 years after last payment and then destroy.

AGENCY: Department of Health

SERIES: 5470

3

TITLE: Hospital and nursing home construction project files

DATES: 1953-1964.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Background information and construction project files for hospitals and nursing homes in the state including specifications, construction payroll, etc. The Medical Facilities Section of the Health Department was to administer the federal Hill-Burton program through which offered assistance with the financing and planning of hospitals, health centers, diagnostic and treatment centers, chronic disease hospitals, rehabilitation centers and nursing homes. They also surveyed and studied needs and made recommendations which are included in these records.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 5180

3

TITLE: Immunization signature cards

DATES: 1982-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are cards signed for immunization

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
see time stamp note

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1102

TITLE: Little Hoover Commission study records

DATES: 1965-1960.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

3

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Department of Health

SERIES: 1701

3

TITLE: Local health districts personnel case files

DATES: 1972-1989.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a summary of the work history of employees of the local health departments used to ensure that local health departments are in compliance with the merit system and that their employees are correctly classified. It includes personal history card, copies of resumes and notices to merit system of personnel action. Information includes whether the employee works for public health, mental health, or other; employee's name, and social security number; his/her current job title, status, salary, and grade and step; proposed changes in his/her job title, status, salary, and grade and step; the proposed personnel action and the reason for the proposed action; the signature of the district or county officer and of the merit system director; the employee's work history, educational background and training, and the name and address(es) of the previous employer(s).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until employee secures employment with another agency and then transfer to file there.

Paper: Retain in Office until employee terminates and then transfer file to the terminated personnel file.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health

SERIES: 1701

TITLE: Local health districts personnel case files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 5220

3

TITLE: Medical payments lists

DATES: 1973-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Lists of payments

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).
see time stamp note

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 24196

3

TITLE: Medical Self-Help Training Program records

DATES: 1961-1963.

ARRANGEMENT: Chronological.

DESCRIPTION:

The Medical Self-Help Training Program was developed jointly, and sponsored nationally, by the American Medical Association and the U.S. Public Health Service with the assistance of the national civil defense organization and the Department of Defense. The program aimed to prepare people to meet their own health requirements to the best of their ability in the event of a national disaster. In Utah the program was endorsed by Governor George D. Clyde. Responsibility for administering it was given to the State Department of Health. This series contains informational brochures, instructor guides, and progress reports related to the program in Utah.

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 achievements, policies, programs, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 16723

3

TITLE: Meetings agenda

DATES: 1972-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These agendas set forth the topics planned for discussion at the board meetings. They include the date and time of the meeting, the place of the meeting, and the topics to be discussed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The value of this record is short-term. This record tells what is planned for a meeting; the minutes tell what actually occurred in the meeting. As long as the minutes are preserved, the agendas may be destroyed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1104

3

TITLE: Mental retardation program records

DATES: 1955-1975.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

SERIES: 14096

3

TITLE: Milk study records

DATES: 1956-1973.

ARRANGEMENT: numerical

DESCRIPTION:

This series contains correspondence, analyses, memos, milk analysis at Utah dairies, reports from the U.S. Department of Health, Education and Welfare, milk sampling reports, etc. The sampling is looking for radioactive isotopes in the milk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the research of radioactive levels in milk.

AGENCY: Department of Health

SERIES: 14096

TITLE: Milk study records

(continued)

PRIMARY DESIGNATION:

Public

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: 25217

3

TITLE: Non-substantive correspondence

DATES: 2000-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

The Children's Health Insurance Program (CHIP) provides medical coverage for children in the state of Utah not otherwise covered by health insurance. This state program receives federal funds through the Tobacco Master Settlement Agreement of 1998, as well as state funds. In order to qualify to participate in the program a child must be under the age of 19, a citizen of the United States or legal resident and fall within income guidelines. Families are billed quarterly for the health insurance. This record series consists of the portion of the form returned to the agency by parents or legal guardians with payment for their children's health insurance. Information includes name of parent or guardian, case number, address and amount paid. May also include credit card numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 25217

TITLE: Non-substantive correspondence

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Department of Health

SERIES: 28285

3

TITLE: Occupational and hygiene reports

DATES: 1960-1981.

ARRANGEMENT: Alphabetical by business name.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the health and wellness of individuals working within a sensitive industry.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 25400

3

TITLE: Olympic health issues planning records

DATES: 1998-2015.

ARRANGEMENT: Chronological by year, thereunder alphabetical by subject.

DESCRIPTION:

These records document the agency's involvement with the Salt Lake 2002 Olympics and ongoing Olympic related activities and programs. Included are the records of the Environmental and Public Health Alliance, a joint involvement between the agency, the Department of Environmental Quality and local health departments. The purpose of the Alliance was to prepare the Department of Health and other associated agencies to deal with issues of health, fitness, security and epidemiology for the 2002 Olympics. These records document activities and planning meetings, as well as safety, security and health issues related to large public gatherings. The agency continues to produce records in this series as it conducts on-going programs and provides consultation services to other entities preparing for future Olympic games. Included are notes to file, meeting agendas and minutes, memos, letters, reports, articles, budget information and other planning information.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This retention is based upon the value of these records in documenting the agency's role in the 2002 Olympics.

AGENCY: Department of Health

SERIES: 25400

TITLE: Olympic health issues planning records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

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: 1111

3

TITLE: Payroll registers

DATES: 1958-1961.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 1225

3

TITLE: Personnel approved class specifications

DATES: 1974-1983.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a summary of the duties, educational and other requirements, and salary ranges of each position in the department. This is used for recruitment, to verify minimum qualifications for a position, and to compare one position with another. It includes class title, salary range, class code, effective date of class specification, overtime and Equal Employment Opportunity (EEO) codes, distinguishing characteristics of the position, examples of work performed in this position, and qualifications statement including the knowledge, skills, abilities, education, and experience needed to perform the task.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives until updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1702

3

TITLE: Personnel recruitment open case files

DATES: i 1985-2015.

ARRANGEMENT: None

DESCRIPTION:

These records are used for recruiting prospective employees. Information includes job descriptions, salary rates, and other information pertaining to positions that are advertised for hire.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after hiring decision is made and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1690

3

TITLE: Personnel savings bond purchase and balance reports

DATES: i 1984-1989.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This is a record of employee deductions for the purchase of savings bonds. It is used to verify that the correct amount has been deducted and to answer employee questions as to their bond status. This record includes run date; pay period; employee name, social security number, and home address; type of bond; beginning bond balance; amount of current deduction; bond denomination; total cost of the bond; current balance; number of bonds purchased this pay period; number of bonds purchased month to date, quarter to date, and year to date.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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: 25514

3

TITLE: Public health newspaper clippings

DATES: 1936.

ARRANGEMENT: By subject in no particular order

DESCRIPTION:

This series contains a single scrapbook of newspaper clippings from 1936 relating to public health issues and programs and individuals people associated with public health. Clippings come primarily from the Salt Lake Tribune, the Deseret News, and other Utah newspapers, but includes a few articles from prominent national newspapers. The scrapbook was apparently maintained for reference purposes by some office in the Department of Health.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Because this series served as a reference resource for the agency, but does not document basic functions of the agency, it was not deemed to have historical value.

AGENCY: Department of Health

SERIES: 25514

TITLE: Public health newspaper clippings

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2018.

AGENCY: Department of Health

SERIES: 24625

3

TITLE: Public health preparedness and response for bioterrorism

DATES: 2002-2015.

ARRANGEMENT: Alphabetical by sequence of focus area

DESCRIPTION:

This is the application and documentation of the Public Health Preparedness And Response For Bioterrorism. It contains content from Focus Areas A to G and is supplemented with action plans, budgets, and plans for emergency preparedness in the event of a bioterror attack. Data has been collected by submission of Needs Assessments from local health department officers and key community partners (e.g. hospitals, police organizations, fire departments, EMS). The content is meant for planning stages and training purposes for the state of Utah Department of Health, local health departments, and other community partners.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Video recordings master: Retain in Office for 5 years and then destroy.

Audio cassettes: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

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

AGENCY: Department of Health

SERIES: 24625

TITLE: Public health preparedness and response for bioterrorism

(continued)

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 1480

3

TITLE: Public water chlorination reports

DATES: 1974-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

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.

AGENCY: Department of Health

SERIES: 1232

3

TITLE: Qualified job applicants register

DATES: i 1982-1983.

ARRANGEMENT: None

TOTAL VOLUME: 0.20 cubic feet.

DESCRIPTION:

These registers document lists of qualified applicants for a specific position developed by the Division of Personnel Management from which the agency makes selections in accordance with designated hiring rules.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after hiring decision is made and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health

SERIES: 14086

TITLE: Radiation studies

DATES: 1944-1978.

ARRANGEMENT: Chronological.

DESCRIPTION:

Misc. correspondence, reports, data surveys, etc. regarding radiation in Utah and the West.

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

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

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

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

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in providing data related to radiation in Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 1603

3

TITLE: Radiation study radiological surveillance reports

DATES: 1963-1979.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

Daily station reports of radiation in air sample collections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Microfilm master: For records beginning in 1968 through 1969.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1968 through 1969.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Disposition based on the value of these records in documenting agency procedures, responsibilities, and function, as well as the historic and legal value of these records in tracing Utah's nuclear history.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 30541

3

TITLE: Radiological Surveillance System reading records

DATES: 1962-1969.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains readings from the Utah Division of Health's Radiological Surveillance System. Readings include: field estimates of gross beta-gamma in Salt Lake City (1962-1968); air data readings from several Utah cities (December 1968); and, air and milk readings from across the state of Utah (January 1969).

RETENTION:

Retain permanently

DISPOSITION:

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.

APPRAISAL:

These records have historical value(s).

These records document radiological surveillance conducted by the State of Utah during the era of above and below ground nuclear testing at the Nevada Test Site. They are being appraised as historic and permanent because of the information they provide on the environmental impacts of that testing in Utah.

AGENCY: Department of Health

SERIES: 3127

1

TITLE: Redeemed warrants

DATES: i 1984-2015.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Actual warrant or check cut from warrant request. These checks are used to pay health care providers for medicaid payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 5471

3

TITLE: Requisitions and vouchers

DATES: 1942-1948.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

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

SERIES: 11682

3

TITLE: Rules, regulations, and standards

DATES: 1925-1979.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains manuals that detail the rules and regulations governing the operation of the Health Department. The manuals deal specifically with the Department's various functions, including disease prevention, environmental health, local health services, sanitation, and medical care services. The 1979 Utah Plumbing Code is included as well.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

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

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 11571

3

TITLE: Sheep radiation studies

DATES: 1953-1955.

ARRANGEMENT: Numerical by document stamp number.

DESCRIPTION:

Study papers and the resulting compiled report on the cooperative field survey of sheep deaths in southwest (Cedar City) Utah by the U. S. Public Health Service, U. S. Dept. of Agriculture, the U. S. Atomic Energy Commission, the University of Utah Medical School, Utah Agricultural College, and the Utah State Department of Health. Covers questions of radiation fall-out and sheep deaths due to the proximity of these animals' winter range to the Nevada Proving Grounds.

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 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.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on the value of this material to researchers of the effects of radiation in southern Utah from nuclear weapons testing.

AGENCY: Department of Health
SERIES: 11571
TITLE: Sheep radiation studies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 1114

3

TITLE: State health plans

DATES: 1941-1977.

ARRANGEMENT: Chronological by state fiscal year.

DESCRIPTION:

The State Health Plans described the specific programs the Division of Health proposed to execute during the upcoming fiscal year. The Plans were required by law to support use of federal funds, a significant part of the Division's budget. The Plans also functioned as a guide to Division staff members in the accomplishment of their objectives. The content of the Plans ranges from broad to specific, including the following: the State Plan for Public Health Services, the State Plan for Maternal and Child Health and Crippled Children's Programs, the Public Health Plan for Water Pollution Control, the State Plan for Construction of Hospital and Medical Facilities, Mental Health facilities, and facilities for the Mentally Retarded. This series includes multiple versions of some Plans, at various stages in the drafting and approval process.

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.

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

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

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

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

AGENCY: Department of Health

SERIES: 1114

TITLE: State health plans

(continued)

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 24222

3

TITLE: The Utah Veterinarian

DATES: ca. 1954-1955.

ARRANGEMENT: Chronological.

DESCRIPTION:

The Health Department employed a veterinarian beginning in 1954 to work as a liaison between the medical, veterinary, and agricultural services of the state. He was also responsible for tracing the pattern of disease outbreaks in both animals and humans. The Utah Veterinarian was a monthly newsletter that aimed to publicize the efforts and findings of the State Public Health Veterinarian.

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 newsletters in documenting agency achievements, programs, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 2959

1

TITLE: Utah hospitals list

DATES: 1969-2015.

ARRANGEMENT: Alphabetical by hospital name

DESCRIPTION:

This is a list of all hospitals in the state of Utah. The list is used for reference purposes for Health Department staff. Information includes hospital name, address, and main telephone number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Health

SERIES: 14089

3

TITLE: Utah Tumor Registry records

DATES: 1951-1953.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Individual patient survey forms noting registry number, patient's name and other data, diagnosis information, treatment, patient condition, physician, and next of kin. Compiled for the creation of a state tumor registry.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

PRIMARY DESIGNATION:

Private Contains private medical information

SECONDARY DESIGNATION(S):

Public. Some administrative records are public

AGENCY: Department of Health

SERIES: 14088

3

TITLE: Warrant registers

DATES: 1986-2015.

ARRANGEMENT: numerical

DESCRIPTION:

This record documents checks issued for payments and purchases by the Health Department. It is used to track when the payment was made, to whom it was paid, and the check issued. Information includes check number, payee, and date paid.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warrant/check - lost, GRS-1837.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

Disposition based on value of records documenting checks issued by the Department of Health.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health

SERIES: 14088

TITLE: Warrant registers

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health

SERIES: 2635

3

TITLE: Welfare for children

DATES: 1952-1963.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains reports with information pertaining to eligibility factors for public and medical assistance, current events, and expenditures for public assistance, medical assistance, child care assistance, and food stamp program. These reports were published under this title from 1952 to 1963, and form a portion of an ongoing series of Assistance and Medical Payments reports (series 2729).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This series is just this agency's copy of a portion of an ongoing series now being created by another agency.

AGENCY: Department of Health

SERIES: 23815

3

TITLE: Working papers for state health plans

DATES: 1968-1971.

ARRANGEMENT: Chronological.

DESCRIPTION:

The State Health Plans described the specific programs the Division of Health proposed to execute during the upcoming year. This series contains correspondence, memoranda, exhibits, and drafts that document the drafting and approval process each Plan passed through prior to publication.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public