

Retention and Classification Report

Agency: Dept. of Health. Office of Planning and Evaluation (503)

288 No. 1460 W.
Salt Lake City, UT 84116-0700

Records Officer: _____

01563	*Administrative records
14872	*Bureau operation records
14875	*Financial operation records
14877	*Health Data Authority records
14871	*Monthly reports
14873	*Personnel files
14874	*Policy and program correspondence
14870	*Staff meeting minutes

AGENCY: Department of Health. Office of Administration

SERIES: 1563

3

TITLE: Administrative records

DATES: 1972-1978.

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. Office of Administration

SERIES: 14872

4

TITLE: Bureau operation records

DATES: 1988-1994.

ARRANGEMENT: Alphabetical by bureau, thereunder chronological.

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

Operation records used to document the minor operation of the bureau. The information is general in nature and does not contain policies and procedures. Includes correspondence, reports, and miscellaneous project information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1996

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. These records do not contain any historical information.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Administration

SERIES: 14875

1

TITLE: Financial operation records

DATES: 1985-1989.

ARRANGEMENT: Alphabetical by topic

DESCRIPTION:

Correspondence or subject file maintained by operating units responsible for expenditure accounting, pertaining to their internal operations and administration.

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 destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Office of Administration

SERIES: 14877

3

TITLE: Health Data Authority records

DATES: 1990-1994.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the history and decision making process of the Health Data Authority (HDA). The HDA reviewed information relating to the Health Department and made recommendations for Department projects. Information includes meeting minutes, reports, and related records which detail the accomplishments of the HDA.

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

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Administration

SERIES: 14871

4

TITLE: Monthly reports

DATES: 1988-1994.

ARRANGEMENT: Chronological by month

DESCRIPTION:

This series includes monthly reports created by the different offices within the bureau. The reports document the significant activities of each office with the information used as a management tool to document the various projects within the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/1996

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 value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Administration

SERIES: 14873

3

TITLE: Personnel files

DATES: 1988-1994.

ARRANGEMENT: Alphabetical by employee name, thereunder chronological within files

DESCRIPTION:

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

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

AGENCY: Department of Health. Office of Administration

SERIES: 14873

TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health. Office of Administration

SERIES: 14874

1

TITLE: Policy and program correspondence

DATES: 1988-1994.

ARRANGEMENT: Alphabetical by subject, thereunder chronological within file

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This record series consists of external and internal correspondence concerning the administration of the Health Department. The series documents the history of the Health Department and its programs and projects, notably construction of the Cannon Health Building and the Baby Your Baby health program. Information includes correspondence and related documents.

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 3 years 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 administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Administration

SERIES: 14870

3

TITLE: Staff meeting minutes

DATES: 1988-1994.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION 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 Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Minutes document agency history, functions, and decisions. These records have ongoing research value.

PRIMARY DESIGNATION:

Public