

Retention and Classification Report

Agency: Dept. of Social Services. Bureau of Personnel (513)

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Records Officer: _____

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AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83247

3

TITLE: Answer and score sheet files

DATES: 1986-ca.1988.

ARRANGEMENT: Chronological

DESCRIPTION:

Answer and score sheets for examinations taken by applicants who meet minimum qualifications for state positions (may or may not be presently employed by the state). They are maintained separately from application materials and used to indicate the date and score of persons taking the examination.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination (in personnel file) and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

At the present time these records are required to be maintained permanently. However, they are no longer needed or re-used when that particular position has been filled. When the same person applies for another position, they must take the examination for that position. The 2 year retention is based on RDR 8/12/85 in the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83248

3

TITLE: Applicants registration files

DATES: 1984-1986.

ARRANGEMENT: Alphabetical by job title.

DESCRIPTION:

This record series is a copy of the register of accepted and qualified applicants who have applied for a specific position. These records are updated and established for the Department by State Personnel. This series includes cancelled and ongoing registers, recruitment date, location of the position, exam test scores, and the results.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on RDR 8/12/85 listed in the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 80725

3

TITLE: Audio tape files

DATES: ca. 1960-1989.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

This series is reel-to-reel tapes which contain a variety of subject material. A listing of the subject matter was compiled by HRM/OD. This series may include therapy sessions, interviews, radio spots, programming the NCR 500 series, family structure, group reevaluation, communication theory, analysis, group sessions, Salt Lake County Welfare, intake by students, controlling, supervision, planning, and nature of management; social welfare conference, Political Round Table, child health, and client panel.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Sound recordings: Retain in State Records Center for 5 years after last noted date and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
It is recommended that this material be sorted by Archives so that historical information can be retained.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83268

3

TITLE: Career mobility files

DATES: 1977-2012.

ARRANGEMENT: Alphabetical by employees name

DESCRIPTION:

Case files of state employees applying in the state to change positions with or temporarily take the place of another state employee in the state workforce. Through this program employees have the opportunity to trade jobs within divisions or departments where they can develop their own training and experience needs.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on RDR 8/12/85.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83246

3

TITLE: Classification study files

DATES: 2002-2017.

ARRANGEMENT: Alphabetical by job position

DESCRIPTION:

This series is used to appraise salary, grade title and classification specifications (duties, educational requirements, and respective salary ranges) of state government positions. This is part of the process of creating, adjusting or abolishing positions.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention of these records is required by USC 67-19-12 and based on RDR 8/12/85.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83246

TITLE: Classification study files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83267

3

TITLE: Educational assistance contract files

DATES: 1977-2012.

ARRANGEMENT: Alphabetical by employees name

DESCRIPTION:

This is a record of the contract entered into between the department and the employee for reimbursement of a percentage of the tuition cost.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention is based on RDR 8/12/85 in the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83270

3

TITLE: Employee assistance service program files

DATES: 1984-2008.

ARRANGEMENT: Alphabetical by employee's name

DESCRIPTION:

These are case files documenting registered employees who have sought assistance in resolving personal problems which affect their job performance. Problems include: alcoholism; drug dependancy; mental illness; emotional; marital; family; financial; and legal problems.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s).
Retention is at the request of the agency.

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83258

3

TITLE: Employee grievance files

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These records document the filing and the administrative levels of review of an employee's grievance against the Department of Social Services. These files include reasons for the grievance; correspondence from the individual, the employing agency, Personnel Review Board, and Utah Public Employees Association (UPEA) among others. It also contains the following personal identifiers: age, alcohol or drug addiction, appearance, siblings, civil/criminal court involvement, current and previous addresses, date of birth, level of education, employer, employment history, ethnic group, family history, grade average or class standing, income, job position information (grade/step, etc.), marital status, medical information, membership in groups, military service, name, national origin, number of children, occupation, occupational preferences, occupational licenses, personality inventory, physical characteristics, physical disabilities, political affiliations, psychiatric information, race, references, religious preference, salary, sex, signature, social security number, telephone number, and victim information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

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 value(s).

Retention requested by the agency. It is also based on RDR 4/26/86.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83258

TITLE: Employee grievance files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83264

3

TITLE: Employee training tracker program files

DATES: 1987-ca.1995.

ARRANGEMENT: Alphabetical by employee's name

DESCRIPTION:

This record series was intended to be an automated form of an attendance sheet. However, due to complications, the automated version is not functioning. The hard copy of attendance sheets are being used and are kept for billings.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83239

3

TITLE: Employment application files (hired)

DATES: undated.

ARRANGEMENT: chronological

DESCRIPTION:

These are employment applications of people who have been hired by the Department.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after termination and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83240

3

TITLE: Employment application files (not hired)

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These are application for employment of people who were not hired by the Department.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after date of application and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is based on General Schedule 14b in the 1986 General Retention Manual.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83262

3

TITLE: Financial information resource management files (bureau copy)

DATES: 1985-2012.

ARRANGEMENT: none

DESCRIPTION:

This is the agency copy of it's FIRMS reports which are kept for administrative use only. The original copies of these reocrds are kept by the Bureau of Finance.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until fiscal year ends and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83266

3

TITLE: First report of injury file

DATES: 1977-2008.

ARRANGEMENT: Alphabetical by employee's name, thereunder chronological
DESCRIPTION:

This is the agency copy of this record. The original are maintained by Worker's Compensation.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after report has been filed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83250

3

TITLE: Full-time employee files

DATES: 1986-1995.

ARRANGEMENT: alphabetical by employees name

DESCRIPTION:

This is a record of the number of the full time employees and the low organization number for the entire department. This series is used for the internal records keeping of the department and is generated every pay period.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is at the request of the division director.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 10595

3

TITLE: Inappropriate behaviors video tapes

DATES: 1988-1995.

ARRANGEMENT: Alphabetical by title

DESCRIPTION:

These tapes are created by the Division of Human Resource Management/Organizational Development for use by the Division of Family Services for training employees to recognize inappropriate behavior. They document various Utah public school students engaged in inappropriate behavior. Utah public schools that participated in this project included Grantsville High School, Taylorsville High School, Kennedy Junior High School, and Eisenhower Junior High School. These tapes eventually become obsolete and are updated as circumstances and needs change.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in employee behavior training and the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 10595

TITLE: Inappropriate behaviors video tapes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83269

3

TITLE: Incentive award program report files

DATES: ca. 1988-2004.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative needs end and then destroy.

APPRAISAL:

These records have administrative value(s).

Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83259

3

TITLE: Job announcement files

DATES: 1976-1998.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until position has been filled and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83256

3

TITLE: Leave application files

DATES: 1987-ca. 1988.

ARRANGEMENT: none

DESCRIPTION:

This record series is comprised of the original application for leave forms and copies of the various bureaus leave accounting cards. They have been used for reference purposes when the leave accounting system was taken over from the divisions by Human Resource Management.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention is based on the 1986 General Retention Schedule

PRIMARY DESIGNATION:

Public except for social security number

SECONDARY DESIGNATION(S):

Private. social security number

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83260

3

TITLE: Overtime request files

DATES: undated.

ARRANGEMENT: None.

DESCRIPTION:

These are employee requests for working overtime.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83255

3

TITLE: Passenger reimbursement files

DATES: ca.1988-2000.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

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).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83261

3

TITLE: Payroll check register files

DATES: 1986-ca.2003.

ARRANGEMENT: chronological

DESCRIPTION:

This is a printout of all paychecks issued to the department employees. It is used for verification of payment and year end totals.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83249

3

TITLE: Payroll information report files

DATES: 1985-1987.

ARRANGEMENT: Numerical by organizational number.

DESCRIPTION:

This is a record of the hours an employee worked in each district. This information is used to post the payroll for that district by the Human Resource Bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83242

3

TITLE: Personnel action notifications

DATES: 1970-ca.1988.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Division of Human Resource Management (DHRM) Form 33 documents initial employment, promotion, transfers to or from agency, separation, and all other individual personnel actions. Prior to 1988 these records were microfilmed by the Division of Personnel Management. Beginning in 1988 this information is maintained on the Human Resource Management automated system.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Notification of personnel actions, GRS-1937.

AUTHORIZED: 06-11-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Seventeen data elements identified by State Records Committee

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83241

3

TITLE: Position change records

DATES: ca.1988-1997.

ARRANGEMENT: numerical by low organizational number, thereunder alphabetical by name

DESCRIPTION:
Copies of position change request and authorization files

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention is based on RDR 8/12/85 in the 1986 General Retention Schedule. These are copies.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83251

3

TITLE: Pre-payment files

DATES: 1986-2012.

ARRANGEMENT: chronological

DESCRIPTION:

This is a record of hours worked for a new hire or by an employee who was short on their pay check. This is sent to State Finance for check issuance.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83257

3

TITLE: Preliminary payroll files

DATES: 1986-ca.1991.

ARRANGEMENT: chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 10594

3

TITLE: Prison video tapes

DATES: 1990-1992.

ARRANGEMENT: Alphabetical by title

DESCRIPTION:

These videos document the life story of Mark Minor while confined in prison. They deal with substance abuse and were created by Dave Thomas for use by training staffs from the Department of Corrections and Department of Human Services, Division of Substance Abuse. The 39 tapes reflect the individual experiences of Mark Minor as a substance abuser. They were created with Minor's permission as a special project for use by Governor Norman Bangeter's wife Collen to show at schools throughout Utah. Mr. Minor initially granted Mr. Thomas permission to use his name. However, he reconsidered allowing the use of his name so the tape was changed to "Wrong Choices, an Addict in Prison."

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Video recordings master: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83263

3

TITLE: Private consultant information bank files

DATES: 1985-2012.

ARRANGEMENT: Alphabetical by consultant's name, thereunder by subject

DESCRIPTION:

This group of records contains information on an external consultant and training programs. This series includes program information, agendas, brochures, program evaluations and any related articles.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is at the request of the agency.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83245

3

TITLE: Private vehicle usage report

DATES: ca. 1988-2004.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 24426

3

TITLE: Publications

DATES: 1972-2012.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by the agency, including pamphlets, manuals, newsletters, and other published or processed documents. These records include information on personnel issues addressed by Human Services' Bureau of Human Resources. Consists primarily of isolated publications not part of a more specific series.

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).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83252

3

TITLE: Purchase requisition files (copies)

DATES: undated.

ARRANGEMENT: None.

DESCRIPTION:

This is the billing system used before the current warrant request system.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on the 1986 General Retention Schedule.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 80724

3

TITLE: Resource center training material files

DATES: 1984-2012.

ARRANGEMENT: Alphabetical by title

DESCRIPTION:

Tapes, films, and videos used for training personnel in Social Services. Other agencies may request materials for training. This series includes 16mm film, video tapes (VHS), slides, and audio materials.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Video recordings duplicate: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). Materials are currently controlled by the bureau. They should continue to maintain this section according to their current policy.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 80724

TITLE: Resource center training material files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 1224

3

TITLE: Retirement refund applications

DATES: 1983-ca.1990.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are copies of the Application for Refund of Contribution Forms. originals are kept by State Retirement.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 10182

3

TITLE: Training material video tapes

DATES: 1988-ca.1993.

ARRANGEMENT: Alphabetical by training type

DESCRIPTION:

Training material which were created by the agency. Original footage, and reenactments of training situations.

John, Marilyn Mead, 538-4224 and Dave Thomas, 538-4232, both from Human Services HRM, called and needed a series number for their video tapes. I could not find one on the system so I created this one. They will be transferring about 7 boxes to the RC sometime in the next two weeks. I told Marilyn I would have you call her when you returned from DC so you could get the rest of the information for this series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee training records, GRS-1916.

AUTHORIZED: 05-14-2018

FORMAT MANAGEMENT:

Video recordings master: 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 value(s).

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

PRIMARY DESIGNATION:

Protected

(Note to John) they were not sure what to classify this as, but they didn't want it public.

AGENCY: Department of Human Services. Office of Human Resources

SERIES: 83253

3

TITLE: Training registration form files

DATES: 1984-ca.1988.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the employees who registered for a class through the bureau of Human Resources. This series is primarily used for billing purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention is based on the 1986 General Retention Schedule.