

Retention and Classification Report

Agency: Department of Health. Community Health Service (598)

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Records Officer: _____

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AGENCY: Department of Health. Community Health Service

SERIES: 17087

3

TITLE: Affidavit for ownership of vehicles operating exclusively out of state

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an affidavit prepared by owners of motor vehicles that they will not be operating their vehicles in the state. As the purpose of emissions testing is to improve the air quality in Utah, a citizen taking a vehicle out of state should not have to pay for the emissions tests. This form provides this citizen exemption, yet enables the local health agencies to follow up to ensure that the vehicle is tested when returned to the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until certificate of compliance is received or 18 months and then destroy.

APPRAISAL:

Once the owner sends the certificate that s/he has had the vehicle inspected, there is no further need for this record. The maximum amount of time the affidavit is good for is one year. If no certificate is received, this retention will give the local government a minimum of six months to take follow-up action against the vehicle owner.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17088

3

TITLE: Alive and well program case files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an education program run by local health departments to encourage people to live healthier life-styles by preparing a health risk appraisal and fitness profile. The files include Informed Consent and Release, Physical Activity Readiness Questionnaire, Health Risk Appraisal, Nutrient Density Diet Analysis, and Screening Answer Sheet. The information includes participant's name, sex, race, age, height, weight, tobacco consumption, alcohol consumption, drugs/medication consumption, seat belt use, physical activity level, parents' medical history, medical history, marital status, education level, employment status, occupation, telephone number, food consumption, and address.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

After the client receives a health appraisal and fitness report, the client is expected to return in a year for a follow-up visit. Once this has been done, an additional year retention is recommended in case the client or the client's physician has any questions. As the department makes no diagnosis or prescribes no treatments, malpractice or other legal issues should not apply. Therefore, once the administrative value of the record ends, the file may be destroyed.

AGENCY: Department of Health. Community Health Service

SERIES: 17088

TITLE: Alive and well program case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17089

3

TITLE: Application for certificate purchase

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an application submitted by an inspection station owner to purchase from the state certificates of inspection as required by UCA 41-6-6(3). This includes the name, station number, and telephone number of the inspection station; the names of the owner, manager, and purchaser; the purchaser's association with the station; the purchaser's address and telephone number; the number of compliance and waiver certificates requested; a record of the confirmation of the order; the amount of money received; and the number of certificates issued.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

According to UCA 76-8-504, any person making a false statement knowingly is guilty of a class B misdemeanor. Although the statute of limitations for a misdemeanor is two years, a three year retention is recommended because the application contains financial information that may be needed in an audit. Therefore, the longer audit period was chosen.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17090

3

TITLE: Application for certified birth certificate and birth card

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a request by individuals for a copy of a certified birth certificate. It includes the name, date of birth, and city of birth of the individual's whose birth certificate is being requested; the applicant's name, address, telephone number, and relationship to the individual whose birth certificate is being requested; the name, year, and state of birth of the individual's parents; the reason for the request; the date of the request; and the number of copies of the birth certificate or card requested.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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:

The retention is based on discussion with the staff as to their administrative needs.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17091

3

TITLE: Application for training reimbursement

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a request for reimbursement for school or training submitted by an employee for work related training. It includes the employee's name, the department involved, the cost of the training, the purpose of the training, the signature of the employee, the signature of the department head, the signature of the personnel director, and the approving signature of the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

As a fiscal record, this form may be subject to audit. Also, the record should be kept for three years because the form includes an agreement by the employee to reimburse the county for the training if the employee terminated employment within three years. In that case, the signed form would be needed to pursue any possible legal action.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Community Health Service

SERIES: 17092

3

TITLE: Appointment of deputies and assistants

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the appointment of deputies by county officers as required by UCA 17-16-7. This record is filed in the office of the county clerk.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until verification that record is filed by county clerk and then destroy.

APPRAISAL:

The official record of the appointment of the deputies is on file in the county clerk's office. Once it has been established that the appointment has been received and filed by the county clerk, this duplicate copy is no longer needed.

AGENCY: Department of Health. Community Health Service

SERIES: 17093

3

TITLE: Blanket purchase order authorization

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the authority for the department to purchase small cost items without preparing a separate purchase requisition for each item.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

The three year period is the audit period.

AGENCY: Department of Health. Community Health Service

SERIES: 17094

3

TITLE: Car seat contract

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a record of rentals of car seats to individuals who cannot afford to buy their own. This enables those individuals to comply with the law requiring child restraint seats.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

Once the contract has expired, there are two possible uses for this record. One would be to bring legal action should the borrower fail to return the seat. The second use would be to protect the department against a negligence suit, claiming improper instructions for seat use and an improperly maintained seat. The parent instruction checklist should suffice to protect the agency against a negligence suit, which has a limitation of 4 years (UCA 78-12-25(2)). Four years should suffice to allow the local health department to bring action against a borrower.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17095

3

TITLE: Case management files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are records as required by 42 CFR 441.56(a) and 42 CFR 431.17 used by the health department to ensure that all individuals who are eligible to enroll in the medicaid program are notified of the fact and that the individuals who are accepted into the program are eligible to join.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

Although 42 CFR 431.17 states the type of records that should be kept, it fails to specify how long these records should be kept. The purpose of the file is to ensure the proper management of medicaid program. This record is subject to audit, which is a three year period.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17096

3

TITLE: Certified emissions mechanic permit files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of mechanics certified as being qualified to conduct emissions inspections.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after permit expires or is terminated and then destroy.

APPRAISAL:

According to UCA 41-6-164, a violation of the Motor Vehicle Act, under which the emission inspection program falls, is a misdemeanor unless otherwise stated. As any violations relating to the emissions program are not so stated, these violations would, at worst, be a misdemeanor with a two year statute of limitations.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17097

3

TITLE: Child health evaluation care monthly report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly report prepared by the local health department of staff activities and the number of contacts in this program. It is used for management purposes and to prepare a quarterly report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until quarterly report is made and information verified and then destroy.

APPRAISAL:

As the information is gathered into a quarterly report, this report does not need to be kept once it is made and verified.

AGENCY: Department of Health. Community Health Service

SERIES: 17098

3

TITLE: Child health evaluation care quarterly report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a quarterly report prepared by the local health department of staff activities and the number of contacts in the program. It is used for management purposes and to provide statistical information about the program.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This statistical information is required by 42 CFR 431.17. As no specific retention period is given, the audit period, three years, is recommended.

AGENCY: Department of Health. Community Health Service

SERIES: 17099

3

TITLE: Child health evaluation care screening evaluation files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are the files of children accepted in the Child Health Evaluation Care (CHEC) program as part of the medicaid program. The purpose of the screening is to examine and evaluate the general physical and mental health, growth, development, and nutritional status of medicaid recipients under the age of 21 and to provide corrective treatment. This was formerly known as the Early and Periodic Screening, Diagnosis, and Treatment program and is required under 42 CFR 441.50.

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 6 years after patient leaves program or reaches 21 and then destroy.

APPRAISAL:

Although 42 CFR 441.56(d), 42 CFR 431.17 and 42 CFR 431.18 address the requirements for keeping records, they do not specify how long they should be kept. 42 CFR 481.10 gives an indication as to medical records retentions for Health Care Financing Administration, since the records include diagnostic and treatment services. No set period can be given for in-office retention as there is no way of knowing how long each patient will stay in the program, except that the program only applies to individuals under the age of 21. A confidential classification is given since the program also deals with mental defects (42 CFR 441.50).

AGENCY: Department of Health. Community Health Service

SERIES: 17099

TITLE: Child health evaluation care screening evaluation files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17100

3

TITLE: Daily log of coordinator's time

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an obsolete form that used to be prepared daily by the staff working on the CHEC program. This was used to prepare the monthly reports. This log is no longer in use.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record was used to prepare the monthly reports which, in turn, were used to prepare quarterly reports. Once the monthly reports were prepared, the daily logs were no longer needed. As the form is no longer used, any that are still in existence should be disposed of.

AGENCY: Department of Health. Community Health Service

SERIES: 17101

3

TITLE: Detail statement of capital outlay

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly report submitted by the local health department to the state Department of Health listing the amounts spent for capital outlay on state contracts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

As this is a report submitted to the state of money spent, it may be subject to audit and should be retained for the audit period. Although this record does involve funds for capital expenditures, other information on the expenditures should exist if information is needed for a longer period of time.

AGENCY: Department of Health. Community Health Service

SERIES: 17102

3

TITLE: Detail statement of collections

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly statement sent to the Department of Health reporting the amount of fees collected by the local health departments from patients or clients on state contracts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

As a fiscal record, this summary statement should be kept for the full audit period of three years.

AGENCY: Department of Health. Community Health Service

SERIES: 17103

3

TITLE: Employee agreement to preserve confidentiality of personal records

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an agreement signed by the employee and maintained by the department that the employee will not disclose confidential information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until agreement is renewed or employee leaves and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

According to UCA 26-25-5, the unauthorized use or disclosure of confidential records is punishable as class A misdemeanor. However, according to UCA 26-25-5(2), the individual responsible for the disclosure may be civilly liable. As no specific statute of limitations is given for civil actions for unauthorized disclosure of information, the four year statute of limitations of UCA 78-12-25.5 should prevail.

AGENCY: Department of Health. Community Health Service

SERIES: 17104

3

TITLE: Expenditure voucher

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a request sent by the department that a warrant be drawn up to pay for items that were purchased and for which purchase requisitions were not prepared. This is used as a fiscal control document.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This record may be subject to audit, and should be retained for the audit period of three years. No further need for the record exists.

AGENCY: Department of Health. Community Health Service

SERIES: 17105

3

TITLE: Family planning client chart files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This are the files of individuals enrolled in the family planning program funded by federal grant funds under section 1001 of the Public Health Service Act. The purpose of the grant is to provide educational, comprehensive medical, and social services necessary to aid families, particularly low income families, to determine freely the number of spacing of their children.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after client leaves program and then destroy.

APPRAISAL:

Although 42 CFR 74.21 only requires that records be kept three years, a four year retention is recommended due to the possibility that a malpractice suit might be filed against the local health department. The statute of limitations for this is a maximum of four years according to UCA 78-14-4.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17106

3

TITLE: Food service establishment inspection record

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of food service establishment inspections to ensure that proper methods of food preparation and sanitation are followed, This activity is authorized under UCA 26-24-3(2), 26-24-13, 26-24-14.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 destroy.

APPRAISAL:

A violation of the health code is a class B misdemeanor, which has a two year statute of limitations. However, if the violator has had another violation within the previous two years, the second violation becomes a class A misdemeanor. Therefore, a four year retention will be needed to ensure that the necessary information will be on hand to prosecute a violator of the code. UCA 26-24-22(4) and 76-1-302(1)(a).

AGENCY: Department of Health. Community Health Service

SERIES: 17107

3

TITLE: Gas span/leak check form

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a form submitted monthly by inspection stations that their emissions inspection equipment is operating properly. This is used to ensure the accuracy of the data collected by the station.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

A four year retention is suggested due to the fact that enforcement action can be taken against the owner of an emission station for failure to comply with health regulations. Should an action be taken against an owner for improper maintenance of equipment, this record could be of value. Therefore, a four year retention is recommended.

AGENCY: Department of Health. Community Health Service

SERIES: 17108

3

TITLE: Individual sewage disposal system and water supply index

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is an office finding aid to enable the staff to locate specific files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until related file is no longer active and then destroy.

APPRAISAL:

As this is a finding aid, it must be retained as long as the related file is retained.

AGENCY: Department of Health. Community Health Service

SERIES: 17109

3

TITLE: Individual time and mileage summary

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of employees' daily activities at work. This is used both as a management tool for the administration of the office and to prepare employee paychecks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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:

Although the Fair Labor Standards Act only requires that time sheets be kept two years (29 CFR 516.6(a)(1)), some of the funds received by the local health departments come from federal sources and are subject to audit. The additional year's retention will ensure that these records would be available for an audit if needed.

AGENCY: Department of Health. Community Health Service

SERIES: 82896

3

TITLE: Informed consent for immunization

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These are forms filled out by parents before their children receive immunization for measles, mumps, rubella, polio, diphtheria, tetanus, and Pertussia. These consents are secured to help protect the local department against suit for failure to obtain informed consent under UCA 78-14-5. These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s). The retention is based on UCA section 63-30-11(4), 63-30-14, and 78-14-4. Section 63-30-14 sets a 1 year statute of limitations for a claim against a political subdivision or its employees. Section 63-30-11(4) states that if a claimant is a minor, a court may extend the time for filing a claim, but not longer than the applicable statute of limitation. Section 78-14-4 sets a maximum statute of limitations for malpractice action at four years. The one year statute of limitations against political subdivisions was upheld in *Yates v Vernal Family Health Center*, 617 P 2d 352.

AGENCY: Department of Health. Community Health Service

SERIES: 82896

TITLE: Informed consent for immunization

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17110

3

TITLE: Inspection/maintenance form

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are the results of the individual inspection of each vehicle submitted by the inspection stations to the department. This is used to document the test results of the program to report to the EPA.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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:

This provides the documentation for reports to the EPA and may be subject to review by the federal agency. The audit period for the federal government is three years and the record should be kept that long.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17111

3

TITLE: Inspection/maintenance inspection/audit report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a record of inspections conducted by the department on inspection to ensure that proper equipment is used and proper procedures followed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 destroy.

APPRAISAL:

This record can be used to take enforcement action against station owners who violate inspection regulations. Each audit report sets a limit for making corrective actions, usually the next inspection. Only after the subsequent inspection is enforcement action taken. This record, therefore, can be of use to the department to show a pattern of noncompliance. A four year retention is consistent with other local health department inspection reports.

AGENCY: Department of Health. Community Health Service

SERIES: 17112

3

TITLE: Inspection/maintenance practical certification/re-certification

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the examination of individuals who wish to be certified emissions mechanics.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until certification expires or is terminated and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

The information should be kept in the office as long as the individual is currently certified. Once the certification has lapsed, the record should be kept for a short period of time in case the individual would want a new certification. Also, as this program receives federal funds, the possibility exists that this information may be reviewed by federal auditors. A three year retention after expiration should meet both of these needs.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17113

3

TITLE: Leave slips

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a request submitted by employees for leave from work.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

A two year retention period is consistent with the records keeping requirements for time sheets under 29 CFR 516.6(a)(1).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17114

3

TITLE: Letter of resignation

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a letter submitted by an employee advising that the employee wishes to terminate employment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

The Equal Employment Opportunity Commission requires state and local governments to maintain records of employee termination for 2 years 29 CFR 1603.31.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 22702

1

TITLE: Local Health Systems general correspondence

DATES: 1982-2009.

ARRANGEMENT: Chronological by year, thereunder chronological by month
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Community Health Service

SERIES: 17115

3

TITLE: Official vehicle emissions inspection/maintenance station permit files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are the applications and permits for inspection stations to conduct emissions inspections on motor vehicles. This activity is required by 42 USCA 7410(2)(G) and UCA 41-6-163.6.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after permit expires or is terminated and then destroy.

APPRAISAL:

According to UCA 41-6-164, a violation of the Motor Vehicle Act, under which the emission inspection program falls, is a misdemeanor unless otherwise stated. As any violations relating to the emissions program are not so stated, these violations would, at worst, be a misdemeanor with a two year statute of limitations.

AGENCY: Department of Health. Community Health Service

SERIES: 17116

3

TITLE: Overtime/compensation authorization

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is authorization by the department for an employee to work overtime.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

According to the Fair Labor Standards Act, payroll records should be kept for three years. Since these records are used to prepare pay adjustments, the same retention should apply. 29 CFR 516.5.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Community Health Service

SERIES: 17117

3

TITLE: Purchase requisitions

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are requests to procure needed equipment and supplies submitted by the health agency. This is used as a fiscal control tool.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years 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 destroy.

APPRAISAL:

For transactions under \$10,000, a three year retention period is adequate for audit purposes. The record of large transactions should be kept for the full length of time that the related contract is subject to legal action, which is six years (UCA 78-12-23). See also General Retention Schedule 3 item 4.

AGENCY: Department of Health. Community Health Service

SERIES: 17118

3

TITLE: Record of individual sewage disposal system and water supply

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of approval by the department of the construction of individual sewage treatment equipment, as authorized by UCA 26-24-14.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until system is updated or obsolete and then destroy.

APPRAISAL:

This file gives the most detailed information on the location and type of individual sewage disposal systems. This information would be of use in conducting subsequent inspections. For this reason, the information should be maintained as the system is in operation.

AGENCY: Department of Health. Community Health Service

SERIES: 17119

3

TITLE: Results of bacteriological analyses of water samples

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the results of tests of water sources such as wells to ensure that the water meets all health standards.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

This information would be needed by the department to take action against anyone violating the health code. This is a class B misdemeanor, which has a two year statute of limitations. However, if the violator has had another violation within the previous two years, the second violation becomes a class A misdemeanor. Therefore, a four year retention will be needed to ensure that the necessary information will be on hand to prosecute a violator of the code. UCA 26-24-22(4) and 76-1-302(1)(a)

AGENCY: Department of Health. Community Health Service

SERIES: 17120

3

TITLE: Results of bacteriological analyses of water samples for swimming pools

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the inspection of swimming pools to ensure that they comply with the requirements of UCA 26-15-2.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

A violation of the health code is a class B misdemeanor, which has a two year statute of limitations. However, if the violator has had another violation within the previous two years, the second violation becomes a class A misdemeanor. Therefore, a four year retention will be needed to ensure that the necessary information will be on hand to prosecute a violator of the code. UCA 26-24-22(4) and 76-1-302(1)(a)

AGENCY: Department of Health. Community Health Service

SERIES: 17121

3

TITLE: School building inspection files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of inspections conducted by the local health agency to ensure that the school buildings and premises are safe for use by the students and school personnel. This is part of the local health agencies duties as set out in UCA 26-24-14.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

In normal circumstances, the provisions of UCA 26-24-22(4) would apply. It states that anyone who violates the health section of the code is guilty of a class B or A misdemeanor. This would give a maximum limitation of five years. However, since school districts are involved, and since individuals running public schools are public officers, the provisions of UCA 78-12-24, which gives the state six years to bring action against a public official for malfeasance, misfeasance, or nonfeasance, should apply.

AGENCY: Department of Health. Community Health Service

SERIES: 17122

3

TITLE: Septic tank cleaner permit files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a permit issued under the authority of UCA 26-24-20 allowing the holder to engage in the business of emptying, or cleaning any vault, privy, septic tank, cesspool, or grease trap.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

Failure of the permit holder to abide by the health regulations can lead to a misdemeanor charge UCA 26-24-22(4). The statute of limitations for this is two years UCA 76-1-302(1)(b).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Community Health Service

SERIES: 17123

3

TITLE: Standards of performance and appraisal

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This form sets forth what is expected by department management of the employee during the coming appraisal period. Once the appraisal period has ended, it is used to appraise the employee's work.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after date of appraisal and then destroy.

APPRAISAL:

This is based on 29 CFR 1602.3 which states that personnel records relating to hiring, promotion, demotion, transfer, layoff, or termination must be maintained by state and local governments for two years.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17124

3

TITLE: Subdivision plats

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are copies of plats prepared by real estate developers showing the layout of lots in a subdivision. The department reviews these plats to ensure that proper sanitary facilities for the lots are included in the plan.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

Once the plat has been approved, it must be retained for an unspecified period of time. Property adjacent to the plat may be developed at a later date. This would necessitate a review of earlier plat to determine the feasibility to expand. A permanent retention is not justified, as the plats are recorded by the County Recorder.

AGENCY: Department of Health. Community Health Service

SERIES: 17125

3

TITLE: Summary statement of expenditures

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a monthly statement sent to the state Department of Health to bill the state for expenses incurred on state contracts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 destroy.

APPRAISAL:

As a fiscal record, this summary statement should be kept for the full audit period of three years.

AGENCY: Department of Health. Community Health Service

SERIES: 17126

3

TITLE: Swimming pool inspection report

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the inspection of swimming pools as required by 26-24-14(2) and 26-15-2.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 destroy.

AGENCY: Department of Health. Community Health Service

SERIES: 17127

3

TITLE: Swimming pool permit files

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is a permit issued by the health department for the holder to operate a swimming pool.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

Failure of the permit holder to abide by the health regulations can lead to a misdemeanor charge UCA 26-24-22(4). The statute of limitations for this is two years UCA 76-1-302(1)(b).

AGENCY: Department of Health. Community Health Service

SERIES: 17128

3

TITLE: Women, Infants, and Children (WIC) participant file for children

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of children enrolled in this program. The purpose of the program is to provide supplemental foods and nutrition education to low income families. This program is open to children between the ages of one and five.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until client's termination from program and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

This record is subject to the provisions of 7 CFR 246.25. In addition, the statute of limitations for fraud in the state of Utah is three years, UCA 78-12-26(3).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Community Health Service

SERIES: 17129

3

TITLE: Women, Infants, and Children (WIC) participant file for women

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the women enrolled in this program. The purpose of the program is to provide supplemental foods and nutrition education to low income families. This program is open to pregnant, postpartum, and breast-feeding women.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after client terminates from program and then destroy.

APPRAISAL:

This record is subject to the provisions of 7 CFR 246.25. In addition, the statute of limitations for fraud in the state of Utah is three years, UCA 78-12-26(3).

PRIMARY DESIGNATION:

Private