

Retention and Classification Report

Agency: Department of Health.\$bBureau of Maternal and Child Health (625)

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Records Officer: _____

05451	*Administrative records
13301	*Children's closed medical charts
13304	*Follow-up medical records
05482	Maternal and children health conference records
26554	Perinatal mortality review records
23733	Pregnancy Risk Assessment Monitoring System surveys
05481	*Rheumatic fever case files
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13305	*WIC records

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 5451

3

TITLE: Administrative records

DATES: 1938-1950.

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 Maternal and Child Health

SERIES: 13301

4

TITLE: Children's closed medical charts

DATES: 1976-1994.

ARRANGEMENT: Chronological

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

Closed medical charts including correspondence, WIC voucher copies, WIC program certification and termination forms, medical history of infant or child, and nutrition history for infant and children in conjunction with the Women Infant and Children(WIC) program. The chart indicates enrollment status in the program, nutrition requirements of infant, and medical information concerning the infants health.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until closed and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 13301

TITLE: Children's closed medical charts

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 13304

4

TITLE: Follow-up medical records

DATES: 1987-1994.

ARRANGEMENT: Chronological by year, thereunder alphabetical by patient name

TOTAL VOLUME: 15.00 cubic feet.

DESCRIPTION:

Closed follow-up medical charts including correspondence, WCI vouchers copies, WIC program certification and termination form, medical history of infant or child, mother's follow-up charts, and nutrition histories, from the Maternal and Infant Clinic in conjunction with the WIC(women Infant and Children) program. Used to document progress of patient, program status, nutrition, and medical information concerning the patients health.

RETENTION:

Retain for 21 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 13304

TITLE: Follow-up medical records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 5482

3

TITLE: Maternal and children health conference records

DATES: 1941-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May 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 Maternal and Child Health

SERIES: 26554

3

TITLE: Perinatal mortality review records

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by file

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains medical and vital statistics records collected on perinatal (fetal, infant, and maternal) mortalities in Utah. The information is used to provide timely and pertinent data used to track perinatal health trends in the state. Cases are reviewed by the Perinatal Review Committee which uses the information to provide essential collaboration between public and private health care systems and institutions to promote improved pregnancy outcomes. Statistical information is abstracted for various bureau reports such as the Infant Mortality and Maternal Mortality Reports. Series information includes copies of hospital labor, delivery, postpartum, and intensive care unit records as well as vital statistics, medical transport, and autopsy report records.

RETENTION:

Permanent. Retain for 15 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 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 26554

TITLE: Perinatal mortality review records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the history of perinatal mortality in the State of Utah. While some statistical information is abstracted in various perinatal reports kept by the bureau, the complete files will be important for future research.

PRIMARY DESIGNATION:

Private Utah Code 26-25-2(2008)

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 23733

3

TITLE: Pregnancy Risk Assessment Monitoring System surveys

DATES: 1999-

ARRANGEMENT: Numerical by batch number, thereunder numerical by survey number.

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

This series contains surveys given to a statewide sampling of new mothers for the purpose of collecting data on their behaviors and experiences before, during, and after the birth of a child. The collected data is used to conduct analyses, report on results, and translate data into information that can be used for the planning and evaluation of policies and programs. Survey information includes birth dates, education status, family and financial information, living conditions, marital status, ethnic affiliations, medical and fertility treatments, prenatal and postnatal care, medical problems during pregnancy, delivery and hospital experiences, and other related information. Spanish language surveys are also collected.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2001

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 23733

TITLE: Pregnancy Risk Assessment Monitoring System surveys

(continued)

APPRAISAL:

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

These surveys have historical value as they document the experiences of new mothers in the state.

PRIMARY DESIGNATION:

Exempt

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 5481

3

TITLE: Rheumatic fever case files

DATES: 1944-1950.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These records were collected to document cases of rheumatic fever in the state of Utah. Information includes medical records of rheumatic fever patients and related documents.

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 is based on the historical value of these records in documenting the history of disease in Utah.

PRIMARY DESIGNATION:

Private May be permanently restricted under federal HIPAA.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 29693

3

TITLE: School survey student screening records

DATES: 2015-

ARRANGEMENT: Alphabetical by school name.

DESCRIPTION:

The function of these school survey student records is to collect oral health information for a report on the status of children's oral health. These records are used to collect information and then complete data analysis after the survey is completed. These records contain names, birthdates, zip codes, oral health data, and a questionnaire completed by parent with data on race, ethnicity, education, income, and insurance.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 29693

TITLE: School survey student screening records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 13305

3

TITLE: WIC records

DATES: 1980-1994.

ARRANGEMENT: Chronological by year, thereunder alphabetical by patient name

TOTAL VOLUME: 15.00 cubic feet.

DESCRIPTION:

Case files including a record of contacts diet calculation, notification of eligibility, certification and termination form, correspondence, from the metabolic screening program, used to determine if individuals qualify to be in the Women Infant and Children(WIC) program, for both children and adults entering into the program. Information includes the child's name, date of birth, place of birth, weight, parent's name, and blood test results including date blood was drawn and test date.

RETENTION:

Retain for 21 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office until closed and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 13305

TITLE: WIC records

(continued)

PRIMARY DESIGNATION:

Private