

Retention and Classification Report

Agency: Bureau of Mental Health (643)

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Salt Lake City, UT 84101
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Records Officer: _____

27523	*Administrative records
03906	*Annual statistical reports of outpatient mental health clini
03758	*Audit reports
03760	*Budget proposals
03827	*Mental health service programs evaluation reports
03828	*Mental health services program proposals
03106	*Mental retardation planning committee records
80737	*Sterilization records
03918	*Western interstate commission for higher education mental re

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 27523

3

TITLE: Administrative records

DATES: 1956-1957.

ARRANGEMENT: None

DESCRIPTION:

This series contains a variety of records produced by the Bureau of Mental Health in the course of administering programs to promote mental health and welfare in Utah. Documents include extensive correspondence on mental health issues, meeting minutes, documents created agencies in other states for school health, Kiwanis Club documents, case studies, guidelines for writing letters, Family Service Society documents, correspondence from the Department of Public Welfare, and other miscellaneous correspondence involving health or welfare issues.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has historical value as documentation of the core functions and operations of the Bureau of Mental Health.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 3906

3

TITLE: Annual statistical reports of outpatient mental health clinics

DATES: 1957-1964.

ARRANGEMENT: Chronological.

DESCRIPTION:

These reports are based on data provided to the Division of Mental Health by clinic directors throughout the state. The data includes demographic and diagnostic information about the state's psychiatric patient populations. The data is used for program planning and research.

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 are vital to Utah mental health research and in gathering statistics.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 3758

1

TITLE: Audit reports

DATES: 1970-1972.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 3760

3

TITLE: Budget proposals

DATES: 1969-1972, 1977-1978.

ARRANGEMENT: chronological

DESCRIPTION:

Three appropriations/budget requests are in archives custody: (1) 1969-1970; (2) 1971-1972; and (3) 1977-1978, parts 1 and 2.

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 Human Services. Division of Mental Health

SERIES: 3827

3

TITLE: Mental health service programs evaluation reports

DATES: 1958-1969.

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 Human Services. Division of Mental Health

SERIES: 3828

3

TITLE: Mental health services program proposals

DATES: 1973-1976.

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 Human Services. Division of Mental Health

SERIES: 3106

3

TITLE: Mental retardation planning committee records

DATES: 1964-1968.

ARRANGEMENT: Chronological.

DESCRIPTION:

An advisory committee on mental retardation was appointed by Governor George D. Clyde in August 1964. The committee functioned from 1964-1966. They were charged with developing a state comprehensive plan for services to the mentally retarded. This undertaking was supported by funds provided by the U.S. Public Health Service under a Mental Retardation Planning Grant to the State Division of Health. This grant was renewed in 1967, and a second committee was formed for the purpose of implementing the comprehensive plan developed by the former. This series contains materials utilized in both statewide studies as well as copies of each committees' final reports.

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).

Documents the activities of these important committees.

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 3106

TITLE: Mental retardation planning committee records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 80737

3

TITLE: Sterilization records

DATES: 1932-1953.

ARRANGEMENT: Alphabetical by patient name

TOTAL VOLUME: 32.00 reels.

DESCRIPTION:

These records document the forced sterilization of the mentally incompetent at the State Training School. The records include applications for admission to the Training School, appointments of legal guardians, petitions for sexual sterilization, notices of Board of Trustees hearings to discuss petitions for sexual sterilization, transcripts of those hearings, intelligence tests, case summaries, and Board of Trustees decisions regarding sterilization.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative, and/or historical value(s).
This series has permanent historical value as documentation of state sterilization policies and practice.

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 80737

TITLE: Sterilization records

(continued)

PRIMARY DESIGNATION:

Exempt

This series contains medical information that is restricted under the provisions of the federal Health Insurance Portability and Accountability Act (HIPAA).

AGENCY: Department of Human Services. Division of Mental Health

SERIES: 3918

3

TITLE: Western interstate commission for higher education mental retardation research studies

DATES: 1968.

ARRANGEMENT: Alphanumerical

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These records document the Western Interstate Commission for Higher Education's (WICHE) mental retardation studies. These are computer generated reports and the punch cards used to create the reports. Also included is a survey form used to gather information such as name, welfare category, birthdate, relatives in mental institutions, latest IQ, level of retardation, race, school attendance, communication abilities, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302