Retention and Classification Report

Agency: Department of Health. Nutritional Program (701)

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Salt Lake City, UT 84113
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Records Officer: _____

80870	Day care centers nutritional report
80876	List of patient levels due each month or week report
80866	Metabolic clinic protocol
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80875	Metabolic patient records automated data system
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80873	Policy and procedures manual
80874	Staff meeting minutes
80865	Weekly phenylalanine levels report

AGENCY: Department of Health. Nutritional Program

SERIES: 80870 3
TITLE: Day care centers nutritional report
DATES: 1985-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are inspections of food served at day care centers to see if they meet nutritional standards. This record series includes name and address of the day care center, a sample menu, and the report of the nutritionist.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The original of the report is sent to Family Services to be placed in their files. This copy has only administrative value as background information for subsequent inspections.

AGENCY: Department of Health. Nutritional Program

SERIES: 80876 3
TITLE: List of patient levels due each month or week report
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This is a report generated from the Metabolic Patient Records Automated System. It is used to keep track of the frequency with which patient blood samples must be taken. The information includes the patient name, the date the last sample was taken, the date the next sample is due to be drawn, and the interval of blood monitoring.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on the anticipated administrative needs of the office. They wish to use this record to determine long-term trends in the program. As the system is implemented, this retention may later be revised.

AGENCY: Department of Health. Nutritional Program

SERIES: 80876
TITLE: List of patient levels due each month or week report

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80866 3
TITLE: Metabolic clinic protocol
DATES: 1985-
ARRANGEMENT: none
DESCRIPTION:

This is an agreement that delineates the responsibilities of the metabolic clinics. The metabolic program is designed to provide multi-disciplinary diagnostic, therapeutic, and consultative services for all children with certain disorders of metabolism. This service includes evaluation and management of the disorder with interpretations to family, physicians, public health nurses, schools, and other professionals who are concerned in the follow-up care of the child.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the protocol is updated and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This record has long-term value as it documents the types of activities of the program.

AGENCY: Department of Health. Nutritional Program

SERIES: 80866
TITLE: Metabolic clinic protocol

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80867 3
TITLE: Metabolic patient charts
DATES: 1982-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is the record of patients who are being treated for metabolic disorders through nutritional intervention. These patients are referred to the program from the metabolic screening program as infants. The information includes the child's name, date of birth, place of birth, weight, parent's name, the blood test results including the date the blood was drawn and the test date, a record of contacts, and diet calculation.

RETENTION:

Retain for 50 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 50 years after office use (i.e. after patient is out of program) and then destroy.

APPRAISAL:

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

These records must be retained for 50 years due to both medical and legal reasons. Metabolic problems have long-term consequences. For some disorders brain damage could occur which might not show up until the child turned 21. In the case of females, the patient must be monitored through the child-bearing years. A specific in-office retention cannot be set because there is no set length of time for a patient to be in the program.

AGENCY: Department of Health. Nutritional Program

SERIES: 80867
TITLE: Metabolic patient charts

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80875 3
TITLE: Metabolic patient records automated data system
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

This is a local data system that will shortly be implemented by the bureau. It is designed to maintain an updated file of patients followed by the clinic, to maintain a record of when samples are due and for when they are received. The information includes the patient's name, date of birth, date last sample was drawn, date next sample is due, the interval of blood monitoring , and the date the record was last updated.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until the patient is no longer in the program and then erase.

APPRAISAL:

These records have administrative value(s).

The information in this data system is duplicated in the patient charts. Any long-term need for it is met with the paper system. This automated system is used for administrative efficiency; when the administrative use of the records ends, the data can be deleted.

AGENCY: Department of Health. Nutritional Program

SERIES: 80875
TITLE: Metabolic patient records automated data system

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80872 3
TITLE: Methods of funding Nutritional Services for Children with Development Disabilities Grant Files
DATES: 1984-
ARRANGEMENT: none
DESCRIPTION:

This is a three year federal grant to do an in-depth needs assessment of the nutritional services needs of children with development disabilities. The purpose of the grant is to determine what additional services are needed, if any, and to develop protocols for nutritional services.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This record has long-term value as it will impact what the state does and how it does it. A five year in-office retention is similar to a retention for a similar grant and will allow for administrative use by the staff.

AGENCY: Department of Health. Nutritional Program

SERIES: 80869 3
TITLE: Nutritional consulting reports for Handicapped Children's Services
DATES: 1986-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is the record of consultations for Handicapped Children's Services conducted by the bureau. It includes the client's name, chart number, and date of birth; the report date; the clinic; the patient's nutritional history; the results of the examination and the bureau's recommendations.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The original is sent to Handicapped Children's Services and is made part of their patient files. This copy has administrative value only.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Nutritional Program

SERIES: 80869
TITLE: Nutritional consulting reports for Handicapped Children's Services

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health. Nutritional Program

SERIES: 80864 3
TITLE: Nutritional monitoring project file
DATES: 1985-
ARRANGEMENT: none
DESCRIPTION:

This is the result of a special project by the bureau to conduct a random sample of over 1,000 low income households. The purpose of the project was to determine the nutrition and health status of low income persons and their use of food and income assistance programs. The file includes statistical reports on age groups, ethnic groups, income levels, geographical area, and perception of economic status.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This record gives a statistical picture of the nutritional habits and health status of low income residents and of their use of public assistance programs. As such it has long-term value and should be preserved. The staff is still using these reports and anticipates a five year administrative use for them.

AGENCY: Department of Health. Nutritional Program

SERIES: 80873 3
TITLE: Policy and procedures manual
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Based on General Retention Schedule 16 Item 1.

AGENCY: Department of Health. Nutritional Program

SERIES: 80874 3
TITLE: Staff meeting minutes
DATES: undated
ARRANGEMENT: none
DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 23 Item 2b.

AGENCY: Department of Health. Nutritional Program

SERIES: 80865 3
TITLE: Weekly phenylalanine levels report
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are the records of the PHE levels in children in the program. These tests are conducted weekly and are kept both here and in the patient charts. The information recorded includes the date, the patient's name, the date the blood sample was drawn, the serum PHE level, and whether the parent's were contacted.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

As the information is kept in the patient chart, there is no long-term need for this record. However, should an error occur and the information not be placed in the chart, this provides a backup copy. After a year any oversight should be found and corrected.

AGENCY: Department of Health. Nutritional Program

SERIES: 80865
TITLE: Weekly phenylalanine levels report

(continued)

PRIMARY DESIGNATION:

Private