

## Retention and Classification Report

**Agency:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research (775)  
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**Records Officer:** \_\_\_\_\_

07390	*Administrative files
07388	*Contract files
07386	*Correspondence file
07384	*Grant files
07380	*Infant screening study files
07389	*Supervisor's personnel files

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7390

3

**TITLE:** Administrative files

**DATES:** 1983-2014.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are miscellaneous files generated by the bureau in its day to day activities. It includes memoranda, articles, clippings, brochures, and other matter that include 1) routine day to day administrative matters and 2) records that document the office's organization, function, pattern of action, policies and procedures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**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:**

These records have administrative, and/or historical value(s). These records are used in the day to day management of the bureau. Those that only contain information on routine matters need not be kept beyond their administrative value. Those records which have substantive information on the operations and procedures of the bureau should be retained.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7388

3

**TITLE:** Contract files

**DATES:** 1985-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are copies of contracts used for reference purposes and to verify the contracts currently in force.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until terminated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This is a duplicate copy of the contract that has administrative value only.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7386

3

**TITLE:** Correspondence file

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a copy of the bureau's correspondence. It consists of 1) correspondence relating to the internal administration or housekeeping activities of the office. These deal with the day to day administrative matters of the office. 2) Correspondence not duplicated elsewhere that document the office's organization, function, pattern of action, policies, procedures, and achievements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records that deal with routine day to day administrative matters have only administrative value and may be disposed of in two years. Records that document achievements, policies, or procedures have long term significance and should be preserved.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7384

3

**TITLE:** Grant files

**DATES:** 1985-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are duplicate copies of the grants in the division, used by the bureau in its planning activities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7380

3

**TITLE:** Infant screening study files

**DATES:** 1979-2014.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the files of a study conducted by the bureau to try to determine if there are any indicators prior to birth of handicapping conditions or birth defects. The bureau hopes to be able to use the study to identify high risk children before birth. The file includes Health Status Summary, Student Record Survey Form, Parent Questionnaire, and Postnatal Questionnaire.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years after closing and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have fiscal, and/or historical value(s).  
The three year retention after the project is closed is for federal audit purposes. This record should be retained permanently because of the research value of the information. This information would be valuable for followup studies or to allow later medical researchers to study the raw data for their own conclusions.

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7380

**TITLE:** Infant screening study files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Division of Family Health Services. Planning, Evaluation and Research

**SERIES:** 7389

3

**TITLE:** Supervisor's personnel files

**DATES:** 1981-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are files kept for preparing performance plans and evaluations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private