

# Retention and Classification Report

**Agency:** Department of Human Services (Utah). Office of Recovery Services (849)  
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**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80988

3

**TITLE:** Active lost check affidavit files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a record of request for replacement of an apparent lost or stolen support check. The request is completed by the recipient. A Recovery Services accountant will process a Stop Payment on the original check. When an investigation determines that both warrants have been cashed, a client is prosecuted for check fraud. All other affidavits are deemed inactive.

This series includes the check number, case number, the client's name, and their current and past address.

**RETENTION:**

Retain for 4 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80988

**TITLE:** Active lost check affidavit files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 2925

3

**TITLE:** Administrative correspondence

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 2925

**TITLE:** Administrative correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 6968

3

**TITLE:** Administrative order of satisfaction files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

Legal documents filed with the court stating that an order for collection of support has been satisfied and payment has been made in full. These records are generated to collect child support, establish paternity, establish orders and enforce child support.

This series includes an Abstract of Award and Satisfaction, judgment docket number, civil case number, court docket date, the time period which the judgment covers, the amount owed the plaintiff, plaintiff's name, and the defendant's name.

**RETENTION:**

Retain for 40 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2001. Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: For records prior to and including 2001. Retain in Office for 25 years and then destroy provided no longer needed by agency.

Microfilm master: For records prior to and including 2001. Retain in State Records Center for 40 years and then destroy.

Paper: For records beginning in 2002 and continuing to the present. Retain in Office for 2 years after scanned and then transfer to State Records Center. Retain in State Records Center for 38 years and then destroy.

Computer data files: For records beginning in 2002 and continuing

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 6968

**TITLE:** Administrative order of satisfaction files

(continued)

to the present. Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). The Office of Recovery Services is required to maintain these records for a period of eight years. This is based on UC 78-12-22. The office may need to keep the records longer than that based on the age of the child and the period of collection. Microfilming is suggested for efficient retrieval and maintenance of records.

The original copy of these records are kept on file with the courts, and copies should be requested from them. The agency is not responsible to supply copies to the public.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008).

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008).

Exempt. 45 CFR 303.21 (2008).



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22551

3

**TITLE:** Bankruptcies and notices of default records

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by surname, thereunder, chronological by year

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document official papers from the Bankruptcy Court. They indicate persons filing for bankruptcy and the type of bankruptcy filed. Other information includes filed cases, dismissed cases, discharged cases, and other documents from attorneys. The Notices of Default contain official documents from mortgage companies indicating that a default has occurred and the mortgage company is taking action to sell the property to pay off outstanding debts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2000

**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:**

These records have administrative, and/or fiscal value(s). This retention is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22551

**TITLE:** Bankruptcies and notices of default records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80998

3

**TITLE:** Case file warrant registers

**DATES:** 1980-

**ARRANGEMENT:** Numerical by transaction number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This record series is a daily listing of all warrants issued to social service consumers who are receiving child support monies through the Office of Recovery Services. Refunds are paid to the defendant when an overpayment has been made. This list has been issued after the warrant has been cut.

This series includes the case number, document number, check amount, low organizational number, account number, and the cash code.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**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.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80998

**TITLE:** Case file warrant registers

(continued)

**PRIMARY DESIGNATION:**

Public                      Non-personal information about the consumer

**SECONDARY DESIGNATION(S):**

Private.                      Administrative Rule 845-005

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 12074

3

**TITLE:** Child support \$50.00 refund warrants

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document reports created by the Department of Human Services, Electronic Data Processing, and generated through the Public Assistance Case Management Information System (PACMIS). The Office of Recovery Services retains these records to identify administrative errors in the posting of child support payments. A memorandum is sent to the associated agency and an order to issue a manual refund to the client is generated. This process is also known as a "\$50.00 pass through". Information includes Family Support, Family Service, and Recovery Service case numbers; obligor's name; refund date; check number; Recovery Service team number and Family Support district number. Also included are memoranda and PACMIS reports.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 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 Human Services (Utah). Office of Recovery Services

**SERIES:** 12074

**TITLE:** Child support \$50.00 refund warrants

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008)

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81288

1

**TITLE:** Child support case files (Salt Lake Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 240.00 cubic feet.

**DESCRIPTION:**

These records document case history of persons from whom Recovery Services is attempting to collect money.

Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 (2004), prohibits disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 (2004), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after case is closed and then delete.

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81288

**TITLE:** Child support case files (Salt Lake Office)

(continued)

Paper copy: Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Exempt. UCA 63G-2-201(3)(b), 45 CFR 303.70, 45 CFR 205.50  
Public



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 9664

3

**TITLE:** Child support payment receipt books

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by office location, thereunder chronological.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay the agency for services rendered.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81040

3

**TITLE:** Client account adjustment files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by transaction number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This is a record of an adjustment made to the present account totals of a client's case file. The totals indicate a debt is owed to Recovery Services due to an action of collection taken by Recovery Services, the obligor, or the obligee.

This series includes a Transaction Cash Code Summary, code number, amount, adjustment request, case number, cost, liability, and delinquency balance; and a Payment Transfer Request.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of adjustment or until all audits are completed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer magnetic storage media: Retain in Office for 7 years and then erase provided all audits have been completed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). The office has requested that the paper copy be kept as the record copy rather than maintain the files on magnetic tape. The reason for this is that changes are made to the paper copy only. This is also the copy that auditors request to see. These records are used in audits for different programs.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81040

**TITLE:** Client account adjustment files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80956

3

**TITLE:** Client refund requests

**DATES:** 1976-

**ARRANGEMENT:** Numerical by transaction number

**DESCRIPTION:**

This series documents and authorizes refunds to eligible clients for amount paid to the Office of Recovery Services.

This series includes white NCR (no carbon required) copies of the Authorization and Request Form, case number, date, defendant's name, amount, case type, investigator's signature, authorized signature, date of posting of receipt, and payee name.

**RETENTION:**

Retain for 9 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80956

**TITLE:** Client refund requests

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 17307

3

**TITLE:** Closed job announcements

**DATES:** 1994-

**ARRANGEMENT:**

**DESCRIPTION:**

Correspondence offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

**RETENTION:**

Retain for 2 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

**AUTHORIZED:** 08-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after position closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81276

3

**TITLE:** Collection and payment statistics

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record series is information which has been collected and used to build a history of Recovery Service collections and payments. Reports are made to show the State Legislature any increases or decreases in funds collected and not collected and the reason. Recovery Services does not usually go back beyond five years to gather this information.

This series includes the percentage of personnel, collections, cases, and payers; orders, consents, defaults, wage assignments and hearings; Daily Cash Code Report, graphs, Case Load Growth, Monthly Report, Budget Status, Collection of Statistics, Clean Up Report, Cost Statistics, Collection Report, Management Indicators, Monthly Production Report, and Opened and Closed Case Reports.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of report and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81276

**TITLE:** Collection and payment statistics

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. personal information related to obligor.  
Exempt. 45 CFR 303.21 (2008).



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 9586

1

**TITLE:** Court services closure files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Collection agency bonds are bonds filed by collection agencies in the state.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 7523

3

**TITLE:** Deposits with State Treasurer files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 24376

3

**TITLE:** Electronic funds transfer authorizations

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by last name of program participant

**ANNUAL ACCUMULATION:** 9.00 cubic feet.

**DESCRIPTION:**

These are agreements between the agency and the custodial parent participant receiving funds through the program. The participant submits personal banking information to the agency in order to facilitate the electronic transfer of child support funds recovered from the non-custodial parent to the specified account as the funds become available. Information includes name of program participant, date submitted, bank account number, banking institution number and authorizing signature.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office until agreement is rescinded and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 24376

**TITLE:** Electronic funds transfer authorizations

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 84344

3

**TITLE:** Executive correspondence

**DATES:** 1979-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-12-2018

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on 1990 Utah General Schedule 1, Item 9.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 84344

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80970

3

**TITLE:** Food stamp overpayment case files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 3.50 cubic feet.

**DESCRIPTION:**

This record series is a listing of client's who have received a food stamp overpayment. When an overpayment is not returned to the agency by the client, their name is turned over to Recovery Services to pursue collection by request or by legal action.

This record series applies to food stamp cases only.

This series includes a Case Summary, Report of Claim Determination, Application for Food Stamps, and Repayment of Extra Food Stamps.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). At the time of collection an overpayment could not legally be pursued. They have no monetary value to the agency.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80970

**TITLE:** Food stamp overpayment case files

(continued)

**PRIMARY DESIGNATION:**

Private Administrative Rule 845-400-002A.

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 845-400-002B.



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80961

3

**TITLE:** Gotcha warrant register

**DATES:** 1979-

**ARRANGEMENT:** Numerical by transaction number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record of the warrants documenting the monies captured through a computer matching program of obligations owed the state by an obligee or obligor. When the state owes a citizen a refund, the warrant list documents the amount credited to the individual's account.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 6975

3

**TITLE:** Grant reduction case files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by warrant number, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record of checks issued by the Office of Recovery Services to various obligees and obligors. Warrants are used in check fraud cases.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 6975

**TITLE:** Grant reduction case files

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80939

3

**TITLE:** Health care provider overpayment files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by health care provider

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This record is a list of health care providers who have received an overpayment from the medical insurance company. Providers are required to make restitution. An overpayment may be discovered as a result of a civil action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after date of closure 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 fiscal value(s).

**PRIMARY DESIGNATION:**

Private Administrative Rule 527-5-6

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 527-5-7

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 83129

3

**TITLE:** Inactive lost check affidavit files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a record for replacement of an apparent lost or stolen support check. The request is completed by the recipient. A Recovery Services accountant will process a Stop Payment on the original check. When an investigation determines that both warrants have been cashed, a client is prosecuted for check fraud. All other affidavits are deemed inactive.

This series includes the check number, case number, client's name, and address.

**RETENTION:**

Retain for 3 month(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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months after investigation is complete and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Retention is at the request of the agency.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 83129

**TITLE:** Inactive lost check affidavit files

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**SECONDARY DESIGNATION(S):**

Private. records are private when lost checks are claimed by obligor.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 17450

3

**TITLE:** Information services locator archive

**DATES:** 1995-

**ARRANGEMENT:** Chronological by run date

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain information on clients derived from the Office of Recovery Services' locator service. They are used to show compliance with federal regulations and to research past residence or asset information on clients. Information includes address, employment and asset information.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1998

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 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 Human Services (Utah). Office of Recovery Services

**SERIES:** 17450

**TITLE:** Information services locator archive

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80945

3

**TITLE:** Institutionalized foster care files

**DATES:** 1982-

**ARRANGEMENT:** alphabetical by child's name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series is a determination of the parental financial obligation for the institutionalized child who is a ward of the state.

This series includes a case synopsis, case findings, Foster Care Form 844-P, correspondence to parents regarding delinquent payment, copies of checks, Assessment Computation, petition from juvenile court, Findings of Fact, Order, and Decree; and an Information Sheet.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80945

**TITLE:** Institutionalized foster care files

(continued)

**PRIMARY DESIGNATION:**

Private            Administrative Rule 845-005

**SECONDARY DESIGNATION(S):**

Controlled.        Administrative Rule 845-006

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 9747

3

**TITLE:** Interdepartmental transfer requests

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80958

3

**TITLE:** Internal revenue service certification list

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by obligor's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This record series is a list of cases certified for the offset of federal tax refunds against support arrearages. If the debt has been paid, the obligor receives the balance of the initial refund.

The Internal Revenue Service magnetic tapes are received once a month. Checks are sent by electronic transfer. The Internal Revenue Service may come back at anytime and recapture the payments.

Magnetic tapes are returned to the Internal Revenue Services after all the information has been retrieved.

**RETENTION:**

Retain for 7 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80958

**TITLE:** Internal revenue service certification list

(continued)

**PRIMARY DESIGNATION:**

Exempt Internal Revenue Code, section 7213.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 3547

3

**TITLE:** Leave adjustment report

**DATES:** 1988-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and employee name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**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.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (2008)

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 11762

3

**TITLE:** Major error transaction report

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These reports document accounting transaction errors from daily lists of electronic data processing reports. The lists are used by the accounts receivable unit of the Office of Recovery Services (ORS) to identify errors for correction. Information includes transaction number, date, payment type, amount of payment, team number, ORS case number, and reason for error.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**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.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the needs expressed by the agency.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 11762

**TITLE:** Major error transaction report

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81299

3

**TITLE:** Medicaid invoices

**DATES:** 1977-

**ARRANGEMENT:** numerical by daily batch number

**DESCRIPTION:**

This is a record of claims for reimbursement files by medical providers for services covered by medicare and medicaid. This series includes medical invoices, Health Care Insurance Claim Form, Pharmacy Claim Form, outpatient claims, and long term care turn around documents.

This series includes the name of the client's health insurance (if he has any), the medicaid number of the health care provider, a description of the services performed and the charges, and the signature of the health care provider and the health care financing reviewer.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Office for 5 years after date of receipt and then destroy.

Computer magnetic storage media: Retain in Office for 5 years after date of receipt and then erase.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). The office of record is the Division of Health Care Financing in the Department of Health. Their retention of nine years was approved by the State Records Committee on August 1, 1986. 42 CFR 455 requires the state to investigate complaints of medicaid fraud or abuse, but does not specify how far back in time the

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81299

**TITLE:** Medicaid invoices

(continued)

agency can investigate. UCA title chapter 20, False Claims Act, makes false claims for medical benefits a second degree felony. UCA 76-1-302 (1) (a) state that a prosecution for a felony must be commenced within 4 years after it is committed. This information could also be used to demand reimbursement from a patient for medical expenses paid by the state. The statue of limitations for such action is 8 years, UCA 78-12-22. 31 USCS 3729 defines false claims for payments against the federal government and includes medical insurance claims. 31 USCS 3731 sets a statue of limitations for bringing action on false claims of 6 years. However, two court cases stated that the statue of limitations for medicare overpayments did not begin to run until after the provider had been audited. U.S. vs. Normandy Nursinh Home, INC. D.C. Mass 1977 428 Federal Supplement 421 Civ A No. 75-950-F, and U.S. vs. Pisani C.A. N.J. 1981 646 Federal Reporter 2nd series 83. According to the Denver Regional office of the Health care Financing Agency, the government has 3 years in which to audit these records. Duplicate copies of the film are made due to the number of bureaus wanting access to them. Once they are ready to be stored, only one copy needs to be kept. This record series has been classified by the Division of Health Care Financing in the Department of Health . The Office of Recovery Services must abide by this classification.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80962

3

**TITLE:** Medical collections case files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after case is closed and then delete.

Paper copy: For records beginning in 2005 through 2008. Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Paper copy: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80962

**TITLE:** Medical collections case files

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR parts 160 and 164

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 82014

1

**TITLE:** Medical collections tort case files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 10 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after resolution or settlement of case and then delete.

Paper copy: For records beginning in 2005 through 2008. Retain in Office for 1 year after resolution or settlement of case and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Paper copy: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 82014

**TITLE:** Medical collections tort case files

(continued)

**PRIMARY DESIGNATION:**

Exempt            HIPAA, 45 CFR parts 160 and 164

**SECONDARY DESIGNATION(S):**

Private.            UCA 63G-2-302(2)(d)

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 11774

3

**TITLE:** Minor errors transaction reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These reports document daily electronic data processing print outs, lists, and accounting transactions that were not run. These lists are used by persons in the accounts receivable and customer services units of the Office of Recovery Services (ORS) to assess minor reporting errors. Information includes report lists, ORS case number, transaction number, date, payment type and amount, reason for error, and team number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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:**

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 11763

3

**TITLE:** No accounting case reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These reports document daily printouts from the electronic data processing unit of the Office of Recovery Services (ORS). The purpose of these reports is to generate an accounting number to initiate a linkage to individual case files so that funds may be directed to specific cases. Information includes payor and payee lists, case type, transaction code number and amount, and date.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1993

**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.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the needs expressed by the agency.



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 11763

**TITLE:** No accounting case reports

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81283

3

**TITLE:** Pass through incentive files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a record of payments made to out of state operations for their enforcement actions on Utah IV-D case files. A percentage of the money collected is paid to that state operation for enforcing child support obligations in their state for a parent in Utah.

Distribution: white and yellow copies to Finance. Finance returns yellow copy to Recovery Services with a check. Recovery Services retains the pink and golden rod copies.

This series includes the location of the absent parent, actions to establish paternity and obtain and enforce child support payments and the cost incurred as a result of the action; amount and source source of child support collections and distribution of collections; any fees charged or paid for child support enforcement; any other administrative cost or information required by the office, Incentive Warrant Distribution Register, warrant number, amount, code number, case number, incentive amount, posting date, Request for Refund or Fee Payment (pink NCR copies), request made in behalf of (name), date, purpose of request, remarks, and the requester's and an authorized person's signature.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of payment and then destroy.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81283

**TITLE:** Pass through incentive files

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Retention is based on 45 CFR 74 and 45 CFR 302.15.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Exempt. 45 CFR 303.21 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 17308

3

**TITLE:** Payroll registers

**DATES:** 1993-

**ARRANGEMENT:**

**DESCRIPTION:**

This register is a numerical listing by check number or agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**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.

Computer output microfiche master: Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80942

3

**TITLE:** Provider fraud case files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by health care provider name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series is a record of health care providers who have committed medicaid fraud.

This series includes a Case Summary, name of the health care provider, Affidavit of Judgment by Confession, Supplementary Report, Initial Report, Medicaid/Medicare Fraud Report, Fact presented for Fraud, copies of repayment checks, Gross Adjusted Form, Repayment Schedule, and Repayment Form 845.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80942

**TITLE:** Provider fraud case files

(continued)

**PRIMARY DESIGNATION:**

Private Administrative Rule 845-400-002A

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 845-400-002B

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81292

3

**TITLE:** Public welfare liens

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by client's name

**DESCRIPTION:**

This is a record of a notice of property liens and property lien releases filed in conjunction with a Social Service Client Case File. Assistance is given with the understanding that it is a loan and repayment will be required after the client's case is closed. When the property is signed over to the state, a lien is used to collect payment. This usually occurs after support has been terminated or after the death of the client.

This series includes Public Welfare Lien Agreement, Certificate of Discharge, Certificate of Amount of Assistance/Lien, Assistance Record, Family Record, Face Sheet, Application for Old Age Assistance, Application for Public Assistance, Affidavit, Authorization to Furnish Information, and Permission to Check Banks.

**RETENTION:**

Retain for 4 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81292

**TITLE:** Public welfare liens

(continued)

**PRIMARY DESIGNATION:**

Private Administrative Rule 527-5-6

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 527-5-7 psychiatric and psychological data



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 24430

3

**TITLE:** Publications

**DATES:** 1975-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 13746

3

**TITLE:** Purchase requisitions

**DATES:** 1985-

**ARRANGEMENT:** Numerical by requisition number

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80952

3

**TITLE:** Receipts records

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document all money received on a daily basis broken down by cash code. The report "Daily cash Code Listing", (report number B4X61) is included in this folder which identifies how much money was posted per cash code for a particular day. Daily bank deposit slips document balance sheets that identify the amount of money deposited in the bank account for the day, which balances with the amount of money posted for the day and any necessary adjustments.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**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 copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80952

**TITLE:** Receipts records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80964

3

**TITLE:** Record of changes

**DATES:** 1974-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a record of daily changes and updates made on the client's case file. This information is assessed rather than retrieving the client's entire file.

The information from 1974 to 1979 did not have any computer output microfiche generated. The paper copy for this time period needs to be retained according to this schedule.

Information produced after 1980 has computer output microfiche copies. However, this series is incomplete in microfiche form.

This information is not directly audited. However, it can be used as supplementary information for an audit of related records/programs.

This series includes the case number, all data prior to the update, name of the data item (type of data), from item, and all data after updates have been entered.

**RETENTION:**

Retain for 8 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer output microfiche master: Retain in Office for 8 years after case is closed and then destroy.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80964

**TITLE:** Record of changes

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Exempt 45 CFR parts 160 and 164

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22578

3

**TITLE:** Recovery Services client case files (Layton Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document case history files kept on persons from whom Recovery Services is attempting to collect money. Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 and 45 CFR 303.21 (1990), prohibit disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 and 45 CFR 303.21 (1990), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 4 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:** 09/2005

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22578

**TITLE:** Recovery Services client case files (Layton Office)

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This disposition is based on the requirements specified in 45 CFR  
part 74 and 45 CFR 302 (2004).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008)



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22580

3

**TITLE:** Recovery Services client case files (Ogden Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document case history files kept on persons from whom Recovery Services is attempting to collect money. Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 (2004), prohibits disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 (2004), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 4 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:** 09/2005

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22580

**TITLE:** Recovery Services client case files (Ogden Office)

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008)

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22581

3

**TITLE:** Recovery Services client case files (Provo Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document case history files kept on persons from whom Recovery Services is attempting to collect money. Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 (2004), prohibits disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 (2004), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 4 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:** 09/2005

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22581

**TITLE:** Recovery Services client case files (Provo Office)

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22582

1

**TITLE:** Recovery Services client case files (Richfield Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document case history files kept on persons from whom Recovery Services is attempting to collect money. Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 (2004), prohibits disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 (2004), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 4 year(s) after case is closed

**DISPOSITION:**

Destroy.

**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 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22582

**TITLE:** Recovery Services client case files (Richfield Office)

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22583

3

**TITLE:** Recovery Services client case files (St. George Office)

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 40.00 cubic feet.

**DESCRIPTION:**

These files document case history files kept on persons from whom Recovery Services is attempting to collect money.

Information may include divorce decree, case log, document referral, computation of arrearages, notice of payment due, correspondence regarding the whereabouts of the obligor, request for refund, referral for duty of support and paternity action, intake sheet, client's responsibility, affidavit, assignment of collection of support payment, cancelled checks, transmittals, court order revoking probation, subpoena, summons, unable to locate return, Attorney General referral for legal action to recover an overpayment, check loss affidavit, waiver of rights, statement from receiver admitting overpayment, referral to computer, intake/locate, attorney referral for secondary action, close/suspend notice, and a location worksheet summary. 45 CFR 205.50 (2004), prohibits disclosure of information about applicants and recipients of public assistance and child support services. Also, 45 CFR 303.70 (2004), requires that information obtained from federal parent locator services is private.

**RETENTION:**

Retain for 4 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:** 09/2005

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 22583

**TITLE:** Recovery Services client case files (St. George Office)

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**SECONDARY DESIGNATION(S):**

Public



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80965

3

**TITLE:** Sexual harassment files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by complainant's name, thereunder chronological  
**DESCRIPTION:**

This record series is an investigative file of an alleged sexual harassment complaint. The file spans from the date of the initial complaint to the date of resolution.

These records are used to document the office's action in the investigation of an alleged complaint, and is used to prevent any future litigation by an employee against the Department for failure to investigate or act on an alleged complaint.

This series includes a Complaint Form, Action Taken on Complaint, and Results of Action Taken on Complaint.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after case is closed and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80965

**TITLE:** Sexual harassment files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80960

3

**TITLE:** State income tax master list

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by obligor's name

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

This is an electronically maintained list of individuals who owe the state money. This list is transferred to the Director of Finance where it is combined with other electronically maintained lists. They are matched against an electronic list of individuals receiving income tax refunds. If a person is in arrears with the State, the refund is withheld from them and is used to pay the debt.

The Tax Commission was the agency that generated this listing. Recovery Services took action on this information and is responsible for maintaining these records for audits.

This series includes the warrant number.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80960

**TITLE:** State income tax master list

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80967

3

**TITLE:** Third-party liability check files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This series is copies of checks paid to Recovery Services for support payments.

The original check can be found in the client's case file. These checks are kept as a backup copy in case the original check is mislaid or lost.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until all audits have been completed and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80966

3

**TITLE:** Transaction register file

**DATES:** 1981-

**ARRANGEMENT:** Numerical by transaction number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

This is a record of the daily summary of adjustments, refunds, and other transactions that have taken place on that day. The money is posted when it first comes in and before any action takes place.

This series includes a transaction number, obligor and obligee's name, defendant and plaintiff's name, case number, case type, amount of transaction, action code number, county code number, and a list of any errors.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**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.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). The retention is at the request of the agency. When Recovery Services has been audited, the auditors have asked to see all daily reports. For this reason, the seven year retention has been requested.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80966

**TITLE:** Transaction register file

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81031

3

**TITLE:** Transmittal of collection files

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

This is a record of monies paid to a social services case officer by the obligor. The amount is distributed to the proper recipient. Bank deposit slips are attached to the transmittals. These funds can be collected by a worker at any district office. This series includes copies of check, Transmittal of Collection Form, date, recipient's number, case number, the name of the recipient and payer, a description of explanation, and the total amount.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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



**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81031

**TITLE:** Transmittal of collection files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 80969

3

**TITLE:** Unemployment compensation garnishments: master list

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record series contains information on clients receiving unemployment benefits. The records shows actions taken to garnish the unemployment checks.

This series includes the amount code, the account code number, and the amount garnished.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private R-845-005

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 81751

3

**TITLE:** Warrant registers

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Actual warrant or check cut from warrant request to pay for services rendered.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Department of Human Services (Utah). Office of Recovery Services

**SERIES:** 7528

1

**TITLE:** Warrant requests

**DATES:** 1987-

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 7 years and then destroy.

**APPRAISAL:**

Discussion with the bureau chief discloses that they only use the most current information. Once an update is received, there is no further use for the old report. Previous decision: 12/13/85: 6 months/private.

**PRIMARY DESIGNATION:**

Private