

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Administrative Services (1117)

120 North 200 West  
Salt Lake City, UT 84103  
801-538-4001

**Records Officer:** \_\_\_\_\_

20671	*Corrective action plan records
17563	*Correspondence
20829	*Court documents (David C. vs. Michael Leavitt: Case No. 206C
20828	*Informational interviews
20831	*Monitoring Panel case concerns
20833	*Monitoring Panel computer disks
20678	*Monitoring Panel correspondence
20811	*Monitoring Panel fatality review records
20835	*Monitoring Panel report documents
20832	*Monitoring panel meeting minutes
20802	*Monitoring panel office draft, instrument, and policy record
20656	*Monitoring panel periodic budget reports
20559	*Monitoring panel reports
20673	*Monitoring panel stakeholder interview tapes
20657	*Monitoring panel telecommunications statistical reports
20810	*National Center for Youth Law cases
20830	*Reports, drafts, and documents

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20671

3

**TITLE:** Corrective action plan records

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records document the history of work done by the Division of Child and Family Services and the Monitoring Panel regarding the creation and implementation of a corrective action plan for the division.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after action has been completed and then transfer to State Records Center. Retain in State Records Center for 5 months and then transfer to State Archives.

Paper copy: Retain in Office for 1 year 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 historical value(s). This disposition is based on David C. vs. Michael Leavitt et.al.;Case 93-C-206C and the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 17563

1

**TITLE:** Correspondence

**DATES:** 1970-1998.

**ARRANGEMENT:** Alphabetical by surname.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**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 closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).  
Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20829

3

**TITLE:** Court documents (David C. vs. Michael Leavitt: Case No. 206C)

**DATES:** 1993-1995.

**ARRANGEMENT:** Numerical by day, month, and year.

**DESCRIPTION:**

These records document motions offered by both plaintiffs and defendants in the United States District Court, District of Utah, regarding the David C. vs. Michael Leavitt lawsuit. Information includes court documents, motions, and some correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the secondary value to researchers interested in child welfare in Utah and the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20828

3

**TITLE:** Informational interviews

**DATES:** 1993-2015.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These records document interviews conducted with various stakeholders and groups related to the Division of Child and Family Services and their welfare system.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Provider fact finding results and investigative reports, GRS-2552.

**AUTHORIZED:** 06-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20828

**TITLE:** Informational interviews

(continued)

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20831

1

**TITLE:** Monitoring Panel case concerns

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records document concerns expressed by readers or raised by members of the Monitoring Panel in relation to the Division of Child and Family Services. Information includes reports, letters, and memorandums.

**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 and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20833

3

**TITLE:** Monitoring Panel computer disks

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by topic

**DESCRIPTION:**

Reports showing data processing transactions that were accepted, rejected, suspended, or processed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Computer transaction reports, GRS-1764.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.



**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20678

3

**TITLE:** Monitoring Panel correspondence

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological.

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 1 year 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, historical, and/or legal value(s). This disposition is based on David C. vs. Michael Leavitt, et.al.; 93-C-206C and the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20678

**TITLE:** Monitoring Panel correspondence

(continued)

**SECONDARY DESIGNATION(S):**

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

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20811

3

**TITLE:** Monitoring Panel fatality review records

**DATES:** 1993-1995.

**ARRANGEMENT:** No specific arrangement

**DESCRIPTION:**

These records document fatality reviews conducted by the Department of Human Services. The Department maintains the originals in the office for historical purposes and will transfer copies to the records center for five years.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 1 year 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 1997 Utah General Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20811

**TITLE:** Monitoring Panel fatality review records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20835

1

**TITLE:** Monitoring Panel report documents

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records document materials used to create the Monitoring Panel's reports. Information includes letters, correspondence, and documents.

**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 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).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20832

3

**TITLE:** Monitoring panel meeting minutes

**DATES:** 1993-1995.

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 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 the secondary historical value to researchers interested in child welfare in Utah and Utah General Retention Schedule, Schedule 1 Item 2.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20802

3

**TITLE:** Monitoring panel office draft, instrument, and policy records

**DATES:** 1993-1995.

**ARRANGEMENT:** Alphabetical by topic

**DESCRIPTION:**

These records document drafts of reports, instruments used to interview key stakeholders related to the cases monitored by the panel, and policies for the Monitoring Panel office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: 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 value(s).  
This disposition is based on the 1997 General Retention Schedule, Schedule 1, Item 43.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20656

1

**TITLE:** Monitoring panel periodic budget reports

**DATES:** 1972-1995.

**ARRANGEMENT:** Chronological by month, thereunder by year.

**DESCRIPTION:**

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

**RETENTION:**

Retain for 3 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 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 fiscal value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.



**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20559

3

**TITLE:** Monitoring panel reports

**DATES:** 1995-1998.

**ARRANGEMENT:** Chronological, thereunder numerical by report number.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the Monitoring Panel's quantitative and qualitative reviews of the Division of Child and Family Services' child welfare programs, including child protective services, home based services, and foster care services. Information includes reports from 1995-1998, and the Comprehensive Plan created in 1998. There are 3.5 inch floppy computer disks included in this series.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 6 months and then transfer to State Archives.

Computer data files: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 3 years and then delete.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). This disposition is based on findings in David C. vs. Michael Leavitt and the State of Utah, Case No. 2: 93-CV-206C in the United States District Court, District of Utah, Central Division, and the secondary historical value to researchers interested in the monitoring panel's official mandate.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20559

**TITLE:** Monitoring panel reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20673

3

**TITLE:** Monitoring panel stakeholder interview tapes

**DATES:** 1993-1995.

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

**DESCRIPTION:**

These records document recordings of interviews that were conducted from 1995 to 1997 with individuals involved in the David C. vs. Michael Leavitt, et. al., lawsuit. Many of the interviews were conducted with employees of the Division of Child and Family Services.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Sound recordings: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). This disposition is based on David C. vs. Michael Leavitt, et. al.; Case 93-C-206C.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20657

1

**TITLE:** Monitoring panel telecommunications statistical reports

**DATES:** 1990-1995.

**ARRANGEMENT:** Chronological by month, thereunder by year.

**DESCRIPTION:**

Statistical information gathered from a telecommunication program to document cost and volume. Information includes repair orders, billings, new equipment purchases, and accounting information.

**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 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:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20810

1

**TITLE:** National Center for Youth Law cases

**DATES:** 1993-1998.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records document examples of cases that the National Center for Youth Law (NCYL) has investigated regarding children in Utah who were victims of abuse and neglect. The date ranges span from 1993 to 1998.

**RETENTION:**

Retain for 5 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 1 year after after case closes 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 1997 Utah General Retention Schedule, Schedule 1, Item 6.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Administrative Services

**SERIES:** 20830

3

**TITLE:** Reports, drafts, and documents

**DATES:** 1993-1995.

**ARRANGEMENT:** Alphabetical by topic

**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 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 or until or until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

Controlled. UCA 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.