

Retention and Classification Report

Agency: Department of Workforce Services. Office of Rehabilitation. Division of Vocational Rehabilitation (1265)
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P.O. Box 144200
Salt Lake City, UT 84114-4200
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Records Officer: _____

82601 Vocational Rehabilitation case files

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Vocational Rehabilitation

SERIES: 82601

3

TITLE: Vocational Rehabilitation case files

DATES: ca. 1958-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

These are closed case files that document Vocational Rehabilitation services to individuals with disabilities. These files include client application, copies of correspondence, financial statements, copies of purchase authorizations, and other materials indicating training, education and equipment supplied or subsidized. Data elements include name, contact detail, date of birth, education level, employment history, information on disability, medical records, and other information relating to Vocational Rehabilitation services provided.

RETENTION:

Retain for 5 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: 05/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after file is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 5 years or until administrative value met, whichever is greater and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). As clients are allowed access to their files, a classification of private is appropriate and consistent with 34 CFR 366.42. 34 CFR 379.43(1) and 34 CFR 379.43(m)(7) indicate that records involving

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federal grants and rehabilitation services must be available for audits and for comparison over a several year period. 34 CFR 401.19(10) indicates that records be maintained for five years for evaluation of vocational education programs. This retention is therefore in keeping with agency needs and federal requirements. Previous decision: RDR 82-04 indicates a total retention of five years and a classification of confidential.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.