

Retention and Classification Report

Agency: Office of Vital Records and Statistics (1266)

Center for Health Data
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Salt Lake City, UT 84114
801-538-6743

Records Officer: _____

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AGENCY: Office of Vital Records and Statistics

SERIES: 28666

3

TITLE: Acknowledgment of paternity registry

DATES: 1970-

ARRANGEMENT: Numerical by registry number.

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formations. Records document a man's potential paternity and legal right to be notified if an adoption commences. Records are used to acknowledge and determine legal parental rights for custody of the child (78B-15-402(2008)). Information includes identifiable information for the birth father and mother, facts of birth as known, notarized signature of the birth father, and other information as stated in Utah Code 78B-15-404(2008).

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and may provide legal evidence of a birth father's parental rights (Utah Code 78B-15-402(2008)).

AGENCY: Office of Vital Records and Statistics

SERIES: 28666

TITLE: Acknowledgment of paternity registry

(continued)

RETENTION JUSTIFICATION:

Proposed retention is based on advice from agency's legal counsel, which is that the record is a vital record under Utah Code 26-2-2(21)(a)(2015), as well as an adoption record under Utah Code 78B-6-141(2)(e)(2015). Therefore the retention should be the same as birth records and adoption records.

PRIMARY DESIGNATION:

Exempt Utah Code 78B-15-405(2008)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-3-302(2)(d)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 28618

3

TITLE: Adoption registry

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-25 (1995)). These records document the requests of birth parents and adult adoptees to obtain identifying information about one another from the Utah mutual-consent, voluntary adoption registry (Utah Code 78B-6-144 (2012)). Records contain notarized applications for inclusion in the registry, certified copies of applicants' birth records, information about the adoption, and an electronic index.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 100 years or until digitized and input into database and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These files must be kept in conjunction with the corresponding sealed adoption files of the birth certificate, which also have a permanent retention. As a vital record these have permanent historical value.

AGENCY: Office of Vital Records and Statistics

SERIES: 28618

TITLE: Adoption registry

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81426

3

TITLE: Adoptions index

DATES: 1938-2015.

ARRANGEMENT: none

DESCRIPTION:

This is an index to the adoption files used to access the files.
The information includes the code number, date of filing and the child's previous and new surname.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
As long as the related files are retained, the index to them should be as well.

PRIMARY DESIGNATION:

Exempt Utah Code 78B-6-141(2)(e)(2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81446

3

TITLE: Amendments to birth records

DATES: 1905-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to document legal amendments to birth records. Records document amendments made to correct errors on the original birth certificate as well as to register name or sex change. Information includes original certificate data, reason for amendment, contact information of witnesses, and location and date of filing.

RETENTION:

Permanent. Retain for 100 year(s) after date of birth

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1905 through 2010. Retain in Office until the birth record is updated and/or scanned and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 2011 and continuing to the present. Retain in Office for 1 year after record is updated and/or scanned and inspected and then destroy.

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office until 100 years have passed since the date of birth and then transfer to State Archives with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81446

TITLE: Amendments to birth records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Records are of historical interest as they document the legal amendment of a birth certificate.

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 23075

3

TITLE: Annual abortion statistical reports

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to document and preserve the facts of induced abortions for residents of the state (Utah Code 76-7-313 (2010)). These reports are compiled by the agency in order to provide statistical data and include anonymous information about patients, aborted pregnancies, and reasons for the procedures.

RETENTION:

Permanent. Retain until completion of publication or report

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until data input into database & annual report compiled and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These publications are useful for health studies.

AGENCY: Office of Vital Records and Statistics

SERIES: 23075

TITLE: Annual abortion statistical reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81410

3

TITLE: Annual leave compilation card

DATES: 1982-1989.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the form used to keep track of an employee's leave used and earned during the year. The information includes the employee's name, social security number, signature, date of current hire, vacation rate, and a record of leave taken during the year.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the individual is no longer employed and then attach to the employee's personnel file.

APPRAISAL:

These records have administrative value(s).
Based on General Schedule 2 Item 9.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 5466

3

TITLE: Annual reports

DATES: 1938-1971.

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of the Bureau of Statistical Services activities from the previous year with information pertaining to agency activities, agency staff, vital statistics, births, deaths, morbidity, marriages and divorces.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 5442

3

TITLE: Birth certificate registers

DATES: 1905-1970.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81443

3

TITLE: Birth certificates

DATES: 1905-

ARRANGEMENT: Chronological by year, alphabetical by county, thereunder chronological by month and day.

ANNUAL ACCUMULATION: 17.50 cubic feet.

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births for residents of the state. These certificates serve as the official legal record of all live births in the state and as such are valid for all purposes where a certificate is required by the state or federal government ("Laws of Utah," 1905, chapter 120). They are also used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records contain details of an individual's birth and parentage. An electronic index for records dating from 1981 and later is included; Soundex indices for records ranging from 1905 to 1980 are contained in a separate record series.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 98 years and then send to ARC for 1 yr, per record sharing agreement and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 81443

TITLE: Birth certificates

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Optical disks: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-125(5) (2023)

AGENCY: Office of Vital Records and Statistics

SERIES: 5457

3

TITLE: Birth record books

DATES: 1922-1924.

ARRANGEMENT: Chronological, thereunder Alphabetical

DESCRIPTION:

Included in this box are death records, grave names and burial records.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 23073

3

TITLE: Births, deaths, and marital status statistical reports

DATES: 1972-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to prepare an annual publication of statistics derived from vital records (Utah Code 26-2-3(1)(b),(d)). These records document statistical trends regarding births, deaths, divorces, and annulments. Information includes state trends as well as related national trends. 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 for 10 year(s)

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 Office for 10 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 23073

TITLE: Births, deaths, and marital status statistical reports

(continued)

APPRAISAL:

These records have historical value(s).

As vital statistics, these have historical value and are useful for health and demographic studies (Utah Code 26-2-2 (19)(a)(2013)).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 6401

3

TITLE: Births, marriages, and deaths

DATES: 1905-1981; 1981-1996.

ARRANGEMENT: None.

DESCRIPTION:

This series consists of microfilm of birth certificates, death certificates, marriage certificates, divorces, abortions, etc. from the Health Department. Many of the microfilm rolls contain a combination of two record series. The records were filmed by the Office of Vital Records for the National Center for Health Statistics (NCHS) which used the records for compiling statistics.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value to researchers, particularly genealogists.

AGENCY: Office of Vital Records and Statistics

SERIES: 6401

TITLE: Births, marriages, and deaths

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Office of Vital Records and Statistics

SERIES: 81475

3

TITLE: Budget background records

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's administrative function to prepare an annual budget. Records document the agency's financial status and are used in the preparation of the annual budget and to justify budget requests. Information includes monthly reports of spending or income from services rendered.

RETENTION:

Retain for 3 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 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81487

3

TITLE: Center for health statistics correspondence file

DATES: 1981-

ARRANGEMENT: Alphanumerical by category

DESCRIPTION:

This is a duplicate copy of correspondence kept by the section of the bureau that works with health statistics. This is a short-term convenience copy.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This information is all duplicated in the office correspondence file.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81428

3

TITLE: Central stores orders file

DATES: 1979-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of the form used to purchase supplies from central stores. The information includes the division, the low organization number, the activity code, a description of the supplies ordered, the quantity ordered, and the cost of the items.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years.

APPRAISAL:

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

This record is subject to an internal audit by the Bureau of Financial Audit. Once the audit has been completed, there is no further need for the record.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81489

3

TITLE: Certified record and research requests

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 108.00 cubic feet.

DESCRIPTION:

These records support the agency's function to document, preserve, certify, and appropriately provide access to the facts of births, deaths, and family formation for residents of the state (Utah Code 26-2-22(4) (2012)). These records document Internet, postal, or in-person requests for a certified copy of a vital record, researched statistical data, or for searches of paternity, and the agency's response to each request. Records may include information about the requester and their relationship with the certificate holder, fee payments, actions taken, and certificates returned as undeliverable mail.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

Computer data files: Retain in Office for 6 months and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
A random sample of all completed requests is taken semiannually and audited annually.

AGENCY: Office of Vital Records and Statistics

SERIES: 81489

TITLE: Certified record and research requests

(continued)

RETENTION JUSTIFICATION:

The retention is changing from 90 days to 6 months at the request of the auditor.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81466

3

TITLE: Charts and graphs

DATES: 1980-2000.

ARRANGEMENT: none

DESCRIPTION:

These are charts and graphs that were produced by the staff in conducting studies and were subsequently published by the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the related report or study is published and then destroy.

APPRAISAL:

These records have administrative value(s).
The information in this file need not be kept after it has been published.

AGENCY: Office of Vital Records and Statistics

SERIES: 81427

3

TITLE: Child safety restraint survey file

DATES: 1983-1998.

ARRANGEMENT: none

DESCRIPTION:

These are monthly reports of enforcement of the child safety restraint law submitted to the bureau by law enforcement agencies. This information will be used to compile statistics as to the enforcement of the above law in the state. The information includes the report period, the name and address of the law enforcement agency, the name and telephone number of the person compiling the report, and the number of warnings or citations issued for unrestrained or improperly restrained children under the age of two and between two and four.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the information has been recorded and then destroy.

APPRAISAL:

These records have administrative value(s).
This form is used only to gather statistical data. Once the statistics have been gathered, the raw data form may be destroyed.

AGENCY: Office of Vital Records and Statistics

SERIES: 16768

3

TITLE: Children's trust accounts credits transmittal form files

DATES: 1986-2015.

ARRANGEMENT: None

DESCRIPTION:

This is a record of money collected as a special fee by the state and local health departments on requests for certified birth certificates. These fees are then transmitted to the state treasurer to be placed in a trust fund for child abuse and neglect prevention programs. This fee is required by UCA 26-2-12.5 and 78-3d-7. This record includes the month of the report, and a breakdown by the state or local registrar's office of the number of birth certificate copies issued, the amount of total collections, and the amount of trust funds transferred to the treasurer.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This record shows the movement of funds through the office and should be kept for audit purposes.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81485

3

TITLE: Comcheck files

DATES: 1986-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

Comcheck is a private vendor which has a contract with the bureau that permits individuals to request copies of vital records and pay the fees for those records over the telephone. These records are subject to audit. The information includes the requestor's name, the credit card number, the credit card expiration date, the name of the certificate holder, the date and county of birth, the parents' names, the relationship between the caller and certificate holder, the mailing address, the type of mail service, and the amount of fees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then 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). As the record is subject to audit, it should be held for the audit period.

AGENCY: Office of Vital Records and Statistics

SERIES: 81485

TITLE: Comcheck files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81473

3

TITLE: Commemorative bicentennial birth certificates

DATES: 1975-1977.

ARRANGEMENT: Alphabetical by topic.

DESCRIPTION:

These are commemorative birth certificates created around the time that the American Revolution Bicentennial was celebrated.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As an administrative file, this contains a wide variety of information. That information that documents the activities and accomplishments of the bureau, and show its policies and procedures and how it functions, are of long-term value. The rest can be disposed of after a short time: letters of transmittal that do not add any information to that contained in the transmitted material, quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers; records that relate to the office organization, staffing, communications, supplies, etc. As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

AGENCY: Office of Vital Records and Statistics

SERIES: 81473

TITLE: Commemorative bicentennial birth certificates

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81470

3

TITLE: Contract files

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These records document the agency's administrative function to account for contracts of service. These records document contracts and related expenditures. Information includes the terms of the contract, payment requirements, authorizing signature, and related correspondence.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after contract expires or is terminated 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 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81435

3

TITLE: Correspondence follow-up file

DATES: 1986-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a duplicate copy of correspondence involving funds due the bureau, either for research projects or for unpaid fees, other than adoption cases. This file is used for staff follow-up action.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81422

3

TITLE: Court ordered delayed birth certificates index

DATES: 1973-2015.

ARRANGEMENT: Chronological by year of sealed file, thereunder alphabetical by last name.

DESCRIPTION:

This is a finding aid to enable the staff to locate and access delayed birth certificates where the delay in registration has been ordered by the court (primarily in conjunction with adoptions) . The information includes the name of the child, the names of the adoptive parents, the child's place of birth, the date of birth, the certificate file number, and the adoption file number.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and imaged and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
As long as the related files are kept, the index to them should be kept.

AGENCY: Office of Vital Records and Statistics

SERIES: 81422

TITLE: Court ordered delayed birth certificates index

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81452

3

TITLE: Court-ordered-delayed death certificate

DATES: 1973-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records contain orders arising from a court action judicially establishing the fact, time, and place of a death which is not registered, or for which a certified copy of the death certificate cannot be obtained. Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

AGENCY: Office of Vital Records and Statistics

SERIES: 81452

TITLE: Court-ordered-delayed death certificate

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22(4)(b)(2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81488

3

TITLE: Credit file

DATES: 1983-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of payments received for information that the bureau cannot supply. Problems may be because an insufficient amount was sent or that the individual failed to send all required information. The payment is credited to them and the request is held pending receipt of the remainder of the needed information. The information includes the requestor's name and address, the date the request was received, the amount received and the form of payment, the name of the person whose certificate is requested, the number and type of certificate issued, and the reason why the request is held.

RETENTION:

Retain for 3 year(s)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until audited 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 file is subject to audit and must be kept the full audit period.

AGENCY: Office of Vital Records and Statistics

SERIES: 81488

TITLE: Credit file

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81483

3

TITLE: Credit union survey committee files

DATES: 1985-1986.

ARRANGEMENT: none

DESCRIPTION:

These are the records of a committee established to determine employee needs for a credit union in the new Health Department building. These files include survey forms, meeting notices, committee agenda, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

AGENCY: Office of Vital Records and Statistics

SERIES: 81478

3

TITLE: Data table files

DATES: 1973-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are statistical and data tables used by the bureau for vital statistics calculations. These files include tables for census, life expectancy, abortion, birth (including fertility rates, out-of wedlock births, pregnancy rates, and births and deaths by mother's age and residence), death (including death due to cancer, suicides, and infant death), Emergency Medical Services, marriage and divorce, morbidity, and nursing home data.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the table is updated and then destroy.

APPRAISAL:

These records have administrative value(s).
The current table is used both to calculate current statistics and to form the basis for updated tables.

AGENCY: Office of Vital Records and Statistics

SERIES: 81478

TITLE: Data table files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81448

4

TITLE: Death certificates

DATES: 1904-

ARRANGEMENT: Chronological by year, thereunder alphabetical by county name, thereunder chronological by date of death.

DESCRIPTION:

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records serve as the official, legal record of an individual's death and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3(d)(2013)). Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 47 years and then send to ARC 1 year, per record sharing agreement, and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81448

TITLE: Death certificates

(continued)

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-125(5) (2023)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 20842

3

TITLE: Death certificates electronic index

DATES: 1904-2015.

ARRANGEMENT:

DESCRIPTION:

This provides electronic access to death certificates from 1904 on.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer data files backup: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81440 4

TITLE: Death certificates phonetic index

DATES: 1904-1934.

ARRANGEMENT: Alphabetical by first letter of surname, thereunder chronological by three number code.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Created by the Utah Work Projects Administration under the direction of the Bureau of Vital Records, this record contains the names of Utah decedents whose death certificates were filed during the years 1904 to 1934. Each entry is comprised of name code, full name, age, gender, date of death, county code, and death certificate number. This index is based on the Soundex coding system. This phonetic system was developed to find a surname even though it may have been recorded under various spellings.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

The index should be kept for its index relationship to Series 81448 and for its historical value as an example of the Soundex Coding System.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81438

3

TITLE: Delayed birth certificates index

DATES: 1941-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an index to the Delayed Birth Certificates filed with the bureau, they cover births not registered as soon after the child's birth as usual (cf. 1941 filing dates for 1878 births). The date span covers the dates of filing. The actual birth dates go as far back as 1878. The information includes name, birth place, sex, birth date, father's name, mother's name, and file number.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 100 years after date of birth of record subject.

APPRAISAL:

These records have administrative value(s).

The index is a valuable finding aid to the delayed birth certificates, particularly because they are arranged according to a no longer used file number (so not included in agency databases).

AGENCY: Office of Vital Records and Statistics

SERIES: 81438

TITLE: Delayed birth certificates index

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Exempt. Public 100 years after birth event (UCA 26-2-22)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81445

3

TITLE: Delayed certificates of birth

DATES: 1905-

ARRANGEMENT: Numerical by delayed file number

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births for residents of the state. These records document the filing of a birth either by an individual or by a court of competent jurisdiction one or more years after the event; and serve as the official birth record. They are valid for all purposes where a certificate is required by the state or federal government (Laws of Utah, 1905, chapter 120). They are also used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records contain details of an individual's birth and parentage. This series includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

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 Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 81445

TITLE: Delayed certificates of birth

(continued)

APPRAISAL:

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22(2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81414

3

TITLE: Director's council membership files

DATES: 1971-

ARRANGEMENT: none

DESCRIPTION:

These records support the agency's function to coordinate with national organization on the generating and publishing of national data for vital statistics. Records document collaboration with the Association for Public Health Statistics and Information Systems, the National Center for Health Statistics, and the National Vital Statistics Systems. Information includes decisions made, guidelines produced in response to new procedures, and related correspondence.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are of historical interest as they document the agency's involvement in nationwide councils.

AGENCY: Office of Vital Records and Statistics

SERIES: 81414

TITLE: Director's council membership files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 16764

3

TITLE: Director's speech files

DATES: 1968-

ARRANGEMENT: None

DESCRIPTION:

These records support the agency's function to engage in professional discourse. Records document formal presentations presented to local and national organizations. Information includes the speech and related statistical information.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public presentations files, GRS-2004.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the bureau director's involvement in professional collaboration and information-sharing.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81455

3

TITLE: Divorce index

DATES: 1978-2015.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This is an index to divorce records used as a finding aid and for statistical purposes. There is an index by the wife's name and by the husband's name. The information includes the names and ages of the couple, the county of occurrence, the date of the divorce, the file number, the year of divorce, the date of the marriage, and the state where the marriage occurred.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Microfilm master: Retain in Office until no longer administratively valuable and then destroy.

Computer output microfiche master: Retain in Office until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).
Due to the short time span of the record, its value is minimal.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81420

3

TITLE: Divorce, annulment, or dissolution of marriage certificate

DATES: 1978-2010.

ARRANGEMENT: Numerical by county code

DESCRIPTION:

These records support the agency's function to document and certify the facts of family formation for residents of the state. Records are certificates submitted to the agency by court clerks as required by Utah Code 26-2-25 (1995) and are used to prepare statements of divorce as well as an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Information includes the facts of the divorce and identifiable information for the parties divorcing. This series includes an index.

RETENTION:

Permanent. Retain for 75 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Computer data files backup: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26(1995)).

AGENCY: Office of Vital Records and Statistics

SERIES: 81420

TITLE: Divorce, annulment, or dissolution of marriage certificate

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22(4)(c)(2012)

SECONDARY DESIGNATION(S):

Exempt. Utah Code 30-3-4(2)(c)(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 16773

3

TITLE: Emergency medical systems file

DATES: 1978-1998.

ARRANGEMENT: None

DESCRIPTION:

This is a compilation of the statistical information gathered from the previous three reports. The file includes information culled from the ambulance reports, paramedic reports, and emergency department logs.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until EMS indicates if it is valuable to the bureau and then transfer to Bureau of Emergency Medical Services provided they find it valuable; if not, then erase.

APPRAISAL:

These records have administrative value(s).
According to the staff, they neither use the information nor have current access to it. As such, it has no further value to this bureau. If EMS has use for it, the record should be sent to them. If not, destroy.

AGENCY: Office of Vital Records and Statistics

SERIES: 81430

3

TITLE: Executive correspondence file

DATES: 1979-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's administrative function to document correspondence regarding executive decisions. Records document unique information regarding the structure, functions, and implementation of agency programs as well as other agency interests. Information includes sender and recipient information, date of correspondence, and related metadata.

RETENTION:

Permanent. Retain for 6 month(s) after separation

DISPOSITION:

Transfer to Archives.

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 6 months after separation of executive and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 months after separation after separation of executive and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical value as they document executive decisions for the agency.

AGENCY: Office of Vital Records and Statistics

SERIES: 81430

TITLE: Executive correspondence file

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81429

3

TITLE: Facilities committees files

DATES: 1984-1986.

ARRANGEMENT: none

DESCRIPTION:

These are files of committees established to access the needs for day care and cafeteria facilities in the new Health Department building. The bureau director headed both of those committees. These files include correspondence, survey forms, survey results, and internal memoranda.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it has outlived its administrative value and then destroy.

APPRAISAL:

These records have administrative value(s).
This information has no long-term value and may be destroyed when no longer needed.

AGENCY: Office of Vital Records and Statistics

SERIES: 7172

3

TITLE: Fetal death certificates

DATES: 1905-

ARRANGEMENT: Chronological by year, thereunder alphabetical by county name, thereunder chronological by date of death.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births and deaths for residents of the state (Utah Code 26-2-3 (2013)). These certificates report fetal deaths, or stillbirths, and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-14 (2013)). Records include information about the pregnancy, the delivery, the child, and the disposition of the body.

RETENTION:

Permanent. Retain for 50 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center provided they have been scanned. Retain in State Records Center for 45 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 7172

TITLE: Fetal death certificates

(continued)

APPRAISAL:

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 26-22-2 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 28622

3

TITLE: Financial records

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births, deaths, and family formation for residents of the state and document financial transactions which occur in the course of providing access to vital records (Utah Code 26-2-22(4) (2012)). Records include register tapes, payment receipts, deposit books, and related financial documentation.

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 7 years and then destroy.

APPRAISAL:

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

Records are subject to a financial audit and as such should be held for the audit period. Administrative appraisal includes adherence to Utah Code 26-2-12.5(2010) and 62A-4a-309(2010).

AGENCY: Office of Vital Records and Statistics

SERIES: 28622

TITLE: Financial records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81411

3

TITLE: Funeral director's monthly report of deaths

DATES: 1985-2015.

ARRANGEMENT: none

DESCRIPTION:

This is a report submitted monthly by funeral directors for each casket furnished and for funerals performed where no casket was furnished as required by UCA 26-2-16. This is used by the bureau to ensure that all death certificates are filed with the bureau. The information includes the month of the report, the name and location of the funeral home, and a list of deaths for the period giving for each the date of death, the name of the deceased, the age of the deceased, the name of the medical attendant, and the county where death occurred.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This form is used by the bureau as a control item to ensure that all deaths are properly reported. Once this has been done, there is not further need for the record as the information is kept elsewhere.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 28617

3

TITLE: Gestational carrier files

DATES: 2008-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-3 (2013)). These records document the determination by a court of the parentage of a child born to a surrogate mother (Utah Code 78B-15-807 (2008)). Records include the original birth certificate and the court order determining parentage according to the validated gestational agreement.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As a Vital Record, this is of permanent value.

AGENCY: Office of Vital Records and Statistics

SERIES: 28617

TITLE: Gestational carrier files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81468

3

TITLE: Health Statistics Advisory Committee meeting minutes

DATES: 1976-1996.

ARRANGEMENT: none

DESCRIPTION:

These are the minutes of the advisory committee. The purposes of the committee include serving as a forum for data users and providers in Utah to discuss all aspects of health data systems; recommending policies relating to collection, maintenance, processing, use, and distribution of health statistics; recommending the development of data systems; recommending evaluation research in measuring availability and use of medical resources, community health status, and health program evaluations; and helping ensure cooperative efforts in the collection of health statistics between the bureau and other agencies. The information recorded includes the date and time of the meeting, the meeting place, the topics discussed, the members present, and any decisions reached.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). As a body that helps set bureau policy, the record of these meetings is of long-term value.

AGENCY: Office of Vital Records and Statistics

SERIES: 81468

TITLE: Health Statistics Advisory Committee meeting minutes

(continued)

AGENCY: Office of Vital Records and Statistics

SERIES: 28620

3

TITLE: Hemp extract registry

DATES: 2014-

ARRANGEMENT: Numerical

DESCRIPTION:

These records support the agency's function to document the vital records and statistics of the residents of the state (Utah Code 26-2-3 (2013)). These records verify the appropriate issuance of hemp extract registration cards which allow those who suffer from intractable epilepsy to be treated with hemp extract (Utah Code 26-56-103 (2014)). Records may include hemp extract registry applications, neurologist certifications, physician evaluations, legal guardianship documentation, and proof of residency.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until input into the database and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The issuance of hemp extract registration cards is required by Utah Code 26-56-103 (2014), and the maintenance of the database is required by Utah Code 26-56-103(8) (2014). Registration cards must be renewed annually, but the data is valuable for hemp

AGENCY: Office of Vital Records and Statistics

SERIES: 28620

TITLE: Hemp extract registry

(continued)

extract research, as specified by Utah Code 26-56-103(9) (2014).

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81419

3

TITLE: Hospital monthly report of births

DATES: 1985-1999.

ARRANGEMENT: none

DESCRIPTION:

This is a report submitted by hospitals of live births that occurred during the month. This is used by the bureau to ensure that all birth certificates were received as required by UCA 26-2-5. The information includes the month of the report, the name of the hospital, and a list of births giving the date of birth, the name of parents, the child's sex, and the name of the medical attendant.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has only administrative value and may be disposed of when no longer needed.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81415

3

TITLE: Hospital monthly report of deaths

DATES: 1985-2006.

ARRANGEMENT: none

DESCRIPTION:

This is a record filed monthly with the bureau of all deaths, fetal deaths, or abortions that occurred in the hospital during the month. This is required by Utah Code 26-2-23(3) (2009) and is used by the bureau to ensure that all death certificates are filed with them. The information includes the month of the report, the name of the hospital, the location of the hospital, and a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only and may be disposed of after a year.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 5446

3

TITLE: Immunization questionnaires

DATES: 1974-1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81482

3

TITLE: Incentive award committee files

DATES: 1985-1989.

ARRANGEMENT: none

DESCRIPTION:

These are the records of the proceedings and actions of the committee that reviews and approves incentive awards to employees. These files include correspondence, minutes, and agenda.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81417

3

TITLE: Induced termination of pregnancy physician reports

DATES: 1974-

ARRANGEMENT: numerical by certificate number

DESCRIPTION:

These records support the agency's function to document and preserve the facts of induced abortions for residents of the state (Utah Code 76-7-313 (2010)). These reports are submitted by the performing physician to verify the abortion's compliance with Utah Criminal Code and are used by the agency to compile statistics (Utah Code 76-7-305 (2010)). Records include information about the patient, the pregnancy, and the surgical procedure.

RETENTION:

Permanent. Retain permanently or for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until data input into database & annual report compiled and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records are maintained according to Utah Code 76-7-313 (2010) for statistical purposes and contain evidence of legally enforceable rights regarding abortion (Utah Code 76-7-302 (2010)). As vital records, these have historical value.

AGENCY: Office of Vital Records and Statistics

SERIES: 81417

TITLE: Induced termination of pregnancy physician reports

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-25-1 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 1096

3

TITLE: Irregular publications

DATES: 1956-1994.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to prepare publications. Records document isolated publications not created on a scheduled basis.

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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81486

3

TITLE: Keypunch card files

DATES: undated.

ARRANGEMENT: None.

DESCRIPTION:

These are IBM keypunch cards used to access computer programs that are coded on them. Use was discontinued by 1986.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the information is transferred to updated system and then destroy.

APPRAISAL:

These records have administrative value(s).
The office is working on updating their computer system. Once this is done, the data will be converted and the keypunch cards can be destroyed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Office of Vital Records and Statistics

SERIES: 81407

3

TITLE: Leave application files

DATES: 1980-1993.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a request submitted by the employees for annual, sick, or compensatory leave.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until audited 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). Although General Retention Schedule 2 Item 9a calls for a one year retention period on this form, the Bureau of Financial Audit does audit these records. This was confirmed both by Vital Records and by Financial Audit. Accordingly, the record should be kept until it is actually audited or the three year audit period has elapsed.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81423

3

TITLE: Legitimation and court determination of paternity index

DATES: 1938-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is finding aid to locate code numbers and names used to access the above records (e.g. RS # 81422). The information includes the code number, the date of filing, and the child's surname.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
As long as the related files are kept, the index should be kept as well.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81412

3

TITLE: Legitimation and paternity file

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation. These records document the parentage of a child who is legitimized by the marriage of his natural parents as determined by the agency, or whose parentage has been determined by any court having jurisdiction (Utah Code 26-2-10(2008)). Information includes the parent's identifying information, and the child's original and supplementary birth certificates. Information may also include the affidavit for voluntary declaration of paternity, the court determination of paternity, or a copy of the parents' marriage certificate. Index is included.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until digitized and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 81412

TITLE: Legitimation and paternity file

(continued)

APPRAISAL:

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 14139

3

TITLE: Licensed practical nurses and registered nurses records

DATES: 1974-1998.

ARRANGEMENT: none

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81418

3

TITLE: Marriage license applications

DATES: 1918-

ARRANGEMENT: numerical by county code number

ANNUAL ACCUMULATION: 4.20 cubic feet.

DESCRIPTION:

These records support the agency's function to document and certify the facts of marriages for residents of the state. These records are marriage licenses issued by county clerks to applicants, and are used to produce statistical information and a statement of marriage (Utah Code 26-2-24 (1995)). Records include applications and an index and contain information about the parties involved, the marriage event, and the officiator.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed provided information has been keyed into database.

Microfilm master: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

These records document the legal marriages of citizens.

AGENCY: Office of Vital Records and Statistics

SERIES: 81418

TITLE: Marriage license applications

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 18063

3

TITLE: Marriage, divorce, annulment reporting cards

DATES: 1974.

ARRANGEMENT: None

TOTAL VOLUME: 5.00 cubic feet.

DESCRIPTION:

Postcards from each county tallying the number of marriages reported, the number of divorces granted, and the number of annulments granted for the month.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

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 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Office of Vital Records and Statistics

SERIES: 5449

3

TITLE: Marriages and divorces reports

DATES: 1968-2011.

ARRANGEMENT: Chronological

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 AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 2008. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2007 and continuing to the present. Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These publications are useful for health studies.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 1094

3

TITLE: Migrant youth health records

DATES: 1958-1962.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Private

AGENCY: Office of Vital Records and Statistics

SERIES: 16766

3

TITLE: Monthly report of informed consent material use

DATES: 1985-

ARRANGEMENT: None

DESCRIPTION:

These records support the agency's function to document and report the facts of induced abortions for residents of the state. These reports are submitted to the agency by facilities that perform abortions in order to document the number of women who receive informed consent publications prior to undergoing an abortion (Utah Code 76-7-305.7 (2013)). Records include information about the facility, the number of abortions performed, and the number of patients who chose to view the informed consent materials.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Office of Vital Records and Statistics

SERIES: 16766

TITLE: Monthly report of informed consent material use

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 16762

3

TITLE: Monthly reports of deaths

DATES: 1985-2014.

ARRANGEMENT: None

DESCRIPTION:

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records document reports submitted to the agency listing all deaths handled in the state for the month (Utah Code 26-2-18 (2006); 26-2-16 (2009); 26-2-23 (2009)). Records are used by the agency to verify that the number of deaths reported is equal to the number of death certificates received. Information includes contact information for the reporting entity as well as information about the deceased. Information may also include the location and cause of death, disposition of remains, and location of interment. Schedule includes monthly reports from cemeteries, funeral directors, and health care institutions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 23824

3

TITLE: Mortality reports

DATES: 1939-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to prepare an annual publication of statistics derived from vital records (Utah Code 26-2-3(1)(b)). These records document statistical analyses of causes of death in a given year. Information is aggregated by cause of death, sex, age, and if an autopsy was performed.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
As a vital record this information is of historical value.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81491

3

TITLE: National Institute of Child Health and Development contract files

DATES: 1984-1998.

ARRANGEMENT: none

DESCRIPTION:

This is the file of a contract between the bureau and the National Institute of Child Health and Development relating to a federal study of multinational comparisons of prenatal mortality rates. The contract calls for the bureau to provide Utah statistical information. These files include copies of federal proposal, copy of the contract, and the contract terms and requirements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 3 years after the termination of the contract and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This record is subject to audit and should be kept for the audit period. As this is a federal project and the state's role in it is limited, the information does not need to be kept longer.

AGENCY: Office of Vital Records and Statistics

SERIES: 81444

3

TITLE: Native American birth certificates

DATES: 1916-1952.

ARRANGEMENT: Chronological by birth date.

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of birth for residents of the state. These certificates serve as the official legal record of all Native American live births on or near a reservation in the state and as such are valid for all purposes where a certificate is required by state or federal government ("Laws of Utah," 1905, chapter 120). They are also used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records contain details of an individual's birth and parentage. Index is included.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

AGENCY: Office of Vital Records and Statistics

SERIES: 81444

TITLE: Native American birth certificates

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81439

3

TITLE: Native American birth certificates index

DATES: 1916-2015.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a finding aid to the birth certificates of Indians. The information includes name, county of birth, sex, date of birth, father's name, mother's name, and file number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record is needed as long as the related birth certificates are kept.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 12360

3

TITLE: Native American death certificates

DATES: 1905-

ARRANGEMENT: Chronological , thereunder Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records serve as the official, legal record of all deaths of Native Americans on a reservation and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3(1)(d)(2013)). Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical, and/or legal value(s).
As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

AGENCY: Office of Vital Records and Statistics

SERIES: 12360

TITLE: Native American death certificates

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22(4)(b)(2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81441

3

TITLE: Native American deaths index

DATES: 1919-2015.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an index to Indian death certificates. The information includes name, age, county, sex, date of death, and file number.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
The index is required as long as the file is kept.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 16774

3

TITLE: Nursing home monthly report of deaths

DATES: 1985-2015.

ARRANGEMENT: None

DESCRIPTION:

This is a report submitted by nursing homes of deaths that occurred during the month. This report is required by UCA 26-2-23. The information includes the month of the report, the name of the nursing home, the date of death, the name of the deceased, the age at death, the name of the medical attendant, and the name of the funeral home or funeral director.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This report has only an administrative value as all of the information in it is duplicated elsewhere. One year is sufficient according to the staff. Classification is determined under UCA 26-2-22.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 16775

3

TITLE: Obituary file

DATES: 1984-2003.

ARRANGEMENT: Chronological

DESCRIPTION:

These are newspaper clippings of obituaries collected by the bureau to clarify information on death certificates when necessary.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The only value of this record is administrative. The staff states that they need the record for two years.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81442

3

TITLE: Out-of-state birth and death certificates

DATES: 1952-

ARRANGEMENT: alphabetical by state, thereunder chronological

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and deaths for the legal purposes of the state's citizens. These certificates document the birth or death of Utah residents who are out of the state when the event occurs, and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records include information about the newborn child, its parents, and the place and date of birth; or about the deceased, cause of death, disposition of remains, and related information; includes an index.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until data input into database & annual report compiled and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).
This information is only used for statistical purposes; the official certificates are kept by the states that issue them.
Once the statistical reports have been compiled, the record can be destroyed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81442

TITLE: Out-of-state birth and death certificates

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26-2-22 (2012)

AGENCY: Office of Vital Records and Statistics

SERIES: 81432

3

TITLE: Pending adoption correspondence files

DATES: 1940-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to document and certify the facts of family formation for the legal purposes of the citizens of Utah. These records relate to adoptions for which the filing fees have not been paid and are used by the bureau to pursue collection of the unpaid fees. Once the money has been collected, the information is made part of the adoption file. Records include correspondence from the bureau to attorneys or to county officials, copies of the report of adoption, and copies of the decree of adoption.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to Adoption Files.

APPRAISAL:

These records have administrative value(s). UCA 63-1a-1 to 9 gives procedure for state agencies to pursue unpaid accounts to the state. UCA 63a-1-1 states minimum amount of time the state must wait before pursuing collection action, but does not specify a period of limitations. UCA 78-12-33 states that civil limitations of actions apply to state as they apply to private parties. UCA 78-12-25 sets a four year period of limitations for an action upon a contract, obligation or liability not founded upon an instrument in writing. By implication, if the bureau has not taken action within four years, they cannot pursue the case any further and should transfer the records.

AGENCY: Office of Vital Records and Statistics

SERIES: 81432

TITLE: Pending adoption correspondence files

(continued)

PRIMARY DESIGNATION:

Exempt

AGENCY: Office of Vital Records and Statistics

SERIES: 16763

3

TITLE: Personnel files

DATES: 1960-2014.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

Complete work history of an individual while employed by the state. The information in these files includes name, address, Social Security number, work history, and all changes in employee's grade, step, pay, and position title and classification code, letters of commendation, letters of recommendation, training completion certificates, and application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plans, and position descriptions questionnaires. Actions includes new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the employee terminates employment and then transfer to Bureau of Personnel.

APPRAISAL:

These records have administrative value(s).

Department policy is that when an employee leaves the department, his/her files are transferred to the Bureau of Personnel which handles the disposition of the record.

AGENCY: Office of Vital Records and Statistics

SERIES: 16763

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

except 17 data elements identified by the State Records Committee which are public

AGENCY: Office of Vital Records and Statistics

SERIES: 16765

3

TITLE: Policy and procedure records

DATES: 1973-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These records support the agency's executive function to document the direction of entity programs as established in Utah Code 26-2-3(2013). Records are policies and procedures created by executive decision makers.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are of historical interest as they document executive decisions for the organization and implementation of agency programs.

AGENCY: Office of Vital Records and Statistics

SERIES: 16765

TITLE: Policy and procedure records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81474

3

TITLE: Printing service order file

DATES: 1981-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of printing service orders submitted by the bureau and saved for audit purposes. The information includes the office name, the low organization number, the services requested, and the cost of the services.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This record is subject to internal audit and should be retained until the audit is complete or until the audit period passes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81408

3

TITLE: Purchase requisitions

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's administrative function to account for purchasing of equipment and supplies. Records document the initial request, the approval or denial of the request, and any purchases made.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after end of fiscal year in which they were initiated and then destroy.

Computer data files: Retain in Office for 7 years after end of fiscal year in which they were initiated and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 28619

3

TITLE: Records storage logs

DATES: 1905-

ARRANGEMENT: Numerical by series number, thereunder by year

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births, deaths, and family formation for residents of the state (Utah Code 26-2-3 (2013)). These finding aids document the location of vital records held by the agency in order to facilitate their retrieval as necessary. Records include record transfer sheets, box accession reports, and container inventory lists.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or until lifespan of the related record is met and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) 2014

AGENCY: Office of Vital Records and Statistics

SERIES: 28619

TITLE: Records storage logs

(continued)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 28621

3

TITLE: Report of birth files

DATES: 1999-

ARRANGEMENT: Chronologically by date of birth

DESCRIPTION:

These records support the agency's function to document and certify the facts of births for the legal purposes of the state's residents (Utah Code 26-2-3 (2013)). These records register births that occur outside of a birthing facility and are used to create birth certificates and to prevent and investigate the creation of fraudulent birth certificates (Utah Code 26-23-5 (1995)). Records include the Report of Birth form, physician and newborn care worksheets, and forms to obtain a birth certificate for the child.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2015

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.

Digital image: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records document the registration process for recording births outside of a birthing facility and are kept to prevent fraudulent birth certificates.

AGENCY: Office of Vital Records and Statistics

SERIES: 28621

TITLE: Report of birth files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81425

3

TITLE: Sealed adoption birth certificate files

DATES: 1941-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-25 (1995)). These records document changes made to birth certificates based on adoptions filed with the agency by the clerk of the court. Records may include original birth certificate, Report of Adoption, and related court records authorizing the changes. The new delayed certificate of birth which results from this process is contained in a separate series. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

RETENTION:

Permanent. Retain for 100 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after adoption is completed and then transfer to State Records Center provided they have been scanned. Retain in State Records Center for 99 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Digital image: Retain in Office permanently.

AGENCY: Office of Vital Records and Statistics

SERIES: 81425

TITLE: Sealed adoption birth certificate files

(continued)

APPRAISAL:

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

As an adoption record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

PRIMARY DESIGNATION:

Exempt Utah Code 78B-6-141(2)(e)(2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 17908

3

TITLE: Sealed files for adoption, court orders of paternity, legitimation, and court order delayed birth and death records

DATES: 1962-2005.

ARRANGEMENT: Numerical by sealed file number

DESCRIPTION:

This record series documents changes made to birth and death certificates based on court orders. The records are used to change names on birth certificates and/or to create records. Information includes court records authorizing the changes to records.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being microfilmed and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Office of Vital Records and Statistics

SERIES: 17908

TITLE: Sealed files for adoption, court orders of paternity, legitimation, and court order delayed birth and death records

(continued)

PRIMARY DESIGNATION:

Exempt

UCA 26-2-10(4)(b) restricts access to the original certificate and to evidence submitted in support of the supplementary certificate except under order of a Utah district court or as provided under Section 78-30-18

AGENCY: Office of Vital Records and Statistics

SERIES: 81416

3

TITLE: Search of registry of acknowledgment of paternity by father application

DATES: 1985-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of requests submitted by attorneys for searches of paternity. The bureau researches the request and either sends a copy of an Acknowledgment of Paternity by Father or a Certificate of Search. Fees are collected for this activity. The information includes the child's name, sex, date of birth, and place of birth; the name and address of the agency the applicant represents.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

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 record is subject to audit and must be kept for the audit period.

AGENCY: Office of Vital Records and Statistics

SERIES: 81416

TITLE: Search of registry of acknowledgment of paternity by father application

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. investigative information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81437

3

TITLE: Soundex birth certificate index

DATES: 1905-1934.

ARRANGEMENT: Alphabetical by surname or code number.

DESCRIPTION:

These records support the agency's function to document, preserve, and certify the facts of births for residents of the state. These phonetic indexes are used to locate existing birth records and were developed by the Works Projects Administration in the 1930s. The Soundex are coded surname indexes based on the progression of consonants rather than the spelling of the surname in order to alleviate confusion caused by multiple spellings of the same name.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: For records beginning in 1904 through 1981. Retain in Office permanently.

Computer data files: For records beginning in 1982 and continuing to the present. Retain in Office permanently.

Paper copy: For records beginning in 1904 through 1934. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). As an index to birth certificate records created in 1935, this series provides a valuable snapshot of the records at that time and continues to provide access to records dated 1934 and before.

AGENCY: Office of Vital Records and Statistics

SERIES: 81437

TITLE: Soundex birth certificate index

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 81490

3

TITLE: Special delivery mail requests

DATES: 1984-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a file of requests for vital records that are received by special delivery. It is used to monitor the processing of the requests and as an audit record. The information includes the requestor's name and address, the date the request was received, the amount received and the form of payment, the name of the person whose certificate is requested, the number and type of certificate issued, and the reason why the request is held. The United States Postal Service discontinued special delivery service in 1997.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until audited 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 file is subject to audit and must be kept the full audit period.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81464

3

TITLE: State centers for health statistics file

DATES: 1978-2014.

ARRANGEMENT: Alphabetical by state

DESCRIPTION:

These are monthly reports and newsletters prepared by other states' vital statistics offices and sent to Utah for informational purposes. These are used by the bureau as reference tools. This file includes population summaries, estimates, and predictions; and vital statistic summaries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
The value of these records is purely administrative. Two years should suffice for this.

AGENCY: Office of Vital Records and Statistics

SERIES: 3113

3

TITLE: Statistical reports

DATES: 1970-1981.

ARRANGEMENT: Chronological

DESCRIPTION:

The reports in this series contain health data needed for comprehensive health planning by state, regional and local agencies. The subject areas include vital statistics, health manpower, preventive medical care, health care services and population, economic and demographic data. 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 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.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Health statistics are valuable historically as well as for medical research.

AGENCY: Office of Vital Records and Statistics

SERIES: 3113

TITLE: Statistical reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81465

3

TITLE: Study proposal file

DATES: 1981-1998.

ARRANGEMENT: none

DESCRIPTION:

This is a file of proposals for studies originating in the bureau itself or put forth to the bureau. This file is used to monitor the progress of the proposal and the subsequent study. This file includes correspondence and proposal outline giving the content, reason, and methodology of the study. Subjects include teenage pregnancy, surveys on issues such as seat belt laws and nuclear waste dumps, teenage suicide, and health status surveys.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until proposal is rejected or study is completed and then destroy.

APPRAISAL:

These records have administrative value(s).
As the file is used for management purposes, once its administrative value is over, it may be destroyed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 1097

3

TITLE: Subject files

DATES: 1950-1965.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These records are studies, case files, publications, correspondence, news releases, and other records related to diseases in Utah. Included are poliomyelitis surveillance case files, vaccination studies, Western Inter-Mountain Migrant Health Program records and subject files about various health risks such as hepatitis, diphtheria, stroke, and tobacco.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical as they document research and awareness efforts of the entity.

PRIMARY DESIGNATION:

Private 63G-2-302(1)(b)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Office of Vital Records and Statistics

SERIES: 81459

3

TITLE: Technical reports

DATES: 1978-1998.

ARRANGEMENT: Numerical by report number

DESCRIPTION:

These are technical reports that are generated by the bureau out of the statistical information gathered by the bureau. These are available to the public. The information includes the title, author, date and number of the report. Report titles include "Categorical Analysis of Risk Factors in Teen-Age Pregnancies," "Strategies and Forecasts for Births in Utah, 1979-1985," "Chronic Respiratory Disease Study," "Diabetes Mellitus Mortality in Utah," and "The Prevalence and Mortality of Eight Major Chronic Diseases in Utah."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it outlives administrative value and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). A copy of these reports should be maintained both for the information that they contain and to document the activities of the bureau. The duplicate copies are for public distribution. When they are no longer needed, they may be disposed of.

AGENCY: Office of Vital Records and Statistics

SERIES: 81484

3

TITLE: Technical reports file

DATES: 1976-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical studies conducted by staff members regarding different areas of vital statistics analysis. They are maintained by the bureau as reference tools and to form the basis for later studies.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it outlives administrative value and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The value of these studies varies. Some have long-term research value while others do not. Preservation of all of them will allow for later weeding out of the unimportant studies. As these records are used for reference in the bureau, they should be maintained there as long as they are needed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81409

3

TITLE: Travel reimbursement requests

DATES: 1980-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are requests for reimbursement filed by employees who traveled on government business. These files include travel reimbursement request and request for out-of-state travel authorization. Information includes the employee's name, job title, address, department, and signature; the dates of travel; the itinerary; and a breakdown of travel costs.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). This copy is normally retained a short period of time as it is duplicated elsewhere. However, the bureau's copy is audited and should be kept until the audit is complete or until the audit period has passed.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Office of Vital Records and Statistics

SERIES: 5458

3

TITLE: Unidentified index books

DATES: 1932-1944.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 81481

3

TITLE: Utah residents who died out of state index

DATES: 1970-2014.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an index to the records of those Utah residents who died while out of the state. The original information was gathered for statistical purposes only and copies of the information are not given out. The information includes the decedent's name, sex, age, date of death, and file number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office until no longer needed and then destroy.

Computer output microfiche duplicate: Retain in Office until no longer needed and then destroy.

APPRAISAL:

Due to the small time period of the record and the fact that it was gathered for statistical purposes only, the record does not have enough value to warrant retention.

PRIMARY DESIGNATION:

Private

AGENCY: Office of Vital Records and Statistics

SERIES: 29977

3

TITLE: Vital Records divorce certificates

DATES: 2011-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are submitted to the Office of Vital Records and Statistics by the courts to document divorces. The Office then uses these records to prepare statistical information and statements of divorce. The information includes the parties' names, addresses, places and dates of birth, race, educational levels, and number of previous marriages; the place and date of the marriage; the date the couple separated; the total number of children and the number of children under eighteen; the name of the petitioner's attorney; the type of decree; the county of decree; and the signature of the certifying official.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s). In addition to the statistical information extracted from these records, these forms provide details about divorce events in an abstract as an alternative and secondary copy to the original case files.

AGENCY: Office of Vital Records and Statistics

SERIES: 29977

TITLE: Vital Records divorce certificates

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt.

Utah Code 26-2-22(5)(c) if 75 years or more have passed since the date of the event upon which the record is based.

AGENCY: Office of Vital Records and Statistics

SERIES: 81479

3

TITLE: Vital statistics annual report drafts

DATES: 1969-2014.

ARRANGEMENT: chronological

DESCRIPTION:

These are the original manuscripts of the bureau's annual report. They include statistics, tables, and Utah's vital statistics.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This annual report is published, so the manuscript need not be kept. A one year retention will allow the staff to use the previous year's work as a model for the current year.

AGENCY: Office of Vital Records and Statistics

SERIES: 83666

3

TITLE: Vital statistics index reports

DATES: 1986-2014.

ARRANGEMENT: none

DESCRIPTION:

Indices, lists, catalogs, registers, guides, and other aids necessary for the efficient use of other records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81424

3

TITLE: Vital statistics records

DATES: 1963-2014.

ARRANGEMENT: chronological

DESCRIPTION:

These are duplicate copies of microfilm of birth certificates, death certificates, applications for marriage licenses, and transcripts of divorce or annulment sent to the National Center for Health Statistics. This is provided them as part of a cooperative health statistics systems by which Utah participates under UCA 26-3-6. The National Center uses the film to compile statistics and then returns it to the state.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Microfilm master: Retain in Office until no longer needed and then destroy.

APPRAISAL:

This information is duplicative and need not be retained by the local office.

PRIMARY DESIGNATION:

Private

AGENCY: Office of Vital Records and Statistics

SERIES: 16767

1

TITLE: Vital statistics records received

DATES: 1973-1981.

ARRANGEMENT: Alphabetical by county

DESCRIPTION:

This is monthly report that is generated by the office for management purposes. This is used to monitor the timeliness of the receipt of records from local offices. The report includes the month that the vital statistic record was received by the office, the month that the birth or death occurred, and the number of births, deaths, and fetal deaths that occurred each month.

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 destroy.

APPRAISAL:

These records have administrative value(s).

This is based on administrative need.

AGENCY: Office of Vital Records and Statistics

SERIES: 81463

3

TITLE: Vital statistics summary

DATES: 1975-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

This series includes reports compiled by the Bureau of Vital Records. The reports include statistical and analytical information related to rates of birth, death, abortion, marriage, divorce and population in the state of Utah and its respective counties.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it outlives administrative value and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until it outlives administrative value and then destroy.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). A copy of these reports should be maintained both for the information that they contain and to document the activities of the bureau. The duplicate copies are for public distribution. When they are no longer needed, they may be disposed of.

AGENCY: Office of Vital Records and Statistics

SERIES: 81463

TITLE: Vital statistics summary

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 81480

3

TITLE: Wang documents file

DATES: 1981-1989.

ARRANGEMENT: none

DESCRIPTION:

These are hard copies of documents that were printed from the word processors. Some documents were printed so that the on-line document could be deleted. Others are duplicated on the system. This file includes tables, job descriptions, reports, memoranda, tabulations, and document summary sheets.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer valuable and then destroy.

APPRAISAL:

These records have administrative value(s).
These records should be reviewed and obsolete documents disposed of. The remaining records should be filed with the Administrative Files and follow that retention requirement.

PRIMARY DESIGNATION:

Public

AGENCY: Office of Vital Records and Statistics

SERIES: 1095

3

TITLE: West Jordan poisoning outbreak records

DATES: 1964-1998.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Office of Vital Records and Statistics

SERIES: 28623

3

TITLE: Witness protection files

DATES: 1976-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These records support the agency's function to provide suitable documents to enable a person in the witness protection program to establish a new identity (Witness Protection Act, 18 USC 224-3521 (1982)). These records document the issuance of a new birth certificate for persons under witness protection and include the original birth certificate, the new birth certificate, and court records authorizing the changes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). The Witness Protection Act of 1982 requires that the Attorney General "provides suitable documents to enable the person to establish a new identity or otherwise protect the person" (Witness Protection Act, 18 USC 224-3521 (1982)). These records document that action and, as vital records, have historical value.

AGENCY: Office of Vital Records and Statistics

SERIES: 28623

TITLE: Witness protection files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-2-22 (2012)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.