

## Retention and Classification Report

**Agency:** Weber-Morgan District Health Department (Utah) (1322)

Weber-Morgan Health Department  
477 23rd Street  
Ogden, UT 84401  
801-399-7100

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

25313	Early childhood development home visitation case management
17467	Emissions certificate of compliance
24555	Health care access case management records
17629	High risk family home unit
10160	High risk infant charts
10161	Infant development case files
17627	Pregnancy testing charts
17628	Prenatal care charts
10162	Prenatal clinic charts
10159	Sexually transmitted disease clinic charts
24556	Tobacco education program youth referral form
81093	Tuberculin testing worksheets
17626	Waste tire recycling request records

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 25313

3

**TITLE:** Early childhood development home visitation case management records

**DATES:** 2001-

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

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These records document services provided by the local health department under the Early child development home visitation program. This program is offered to all infants who receive Medicaid benefits. It is designed to assist the child and its family in receiving provided community benefits. An assessment is made of the child's health, family life, environment, access to services and other non-invasive services. This assessment is used to determine the child's health and to provide the appropriate referrals in the community. The records include a consent for treatment form, initial home visit assessment form, parental referral forms, and the Ogden/Weber referral telephone number list.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after last entry and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). This disposition is based on the Medicaid requirements as specified in 42 CFR 491.10 (2003). It states that "the records are retained for at least 6 years from date of the last entry."

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 25313

**TITLE:** Early childhood development home visitation case management records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17467

3

**TITLE:** Emissions certificate of compliance

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Certificates of emissions testing, used to document compliance to state and federal emissions laws and to permit annual vehicle registration. Includes vehicle type, make, identification number, emissions test results, signature of emissions inspector, and date.

**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:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

Computer magnetic storage media: Retain in Office for 1 year and then erase.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the department.

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 24555

1

**TITLE:** Health care access case management records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These forms document health interviews of heads of households. They are used to assess family needs and to determine their resources need. The forms include demographic information (name of household name, address, case number, location, medical insurance/medicaid number, primary care physician, language preferred, ethnicity, education level, occupation); current medical information of each family member; a listing of any serious illnesses, injuries, hospitalizations (name, condition, and year); the head of household responses on family's access to health care resources; indication of family's special needs, indication of any at-risk conditions; listing of any planned referrals; and a narrative explaining of action guiding the family to appropriate health care resources.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17629

1

**TITLE:** High risk family home unit

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records document They include post partem/high risk infant report, individual and family data form, high risk care plan, and progress notes. This program was discontinued in 1990.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10160

3

**TITLE:** High risk infant charts

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by patient's surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These medical charts document services provided to infants at high risk for medical, social, or developmental problems. This is a locally funded program where physicians and hospitals refer patients to the local health department. Initially, a public health nurse visits the family and undertakes a complete review to determine additional needs. The infant remains in the program for usually a year but no longer than two years. The infant might be referred to the Infant Development Program (IDP). The records include a nursing service household record form, a developmental chart, nursing notes, permission to evaluate form, and motor skills record form. Information includes names of patient and head of household, address, and telephone number; physician's name, address, and telephone number; listing of all members of household including birth date, sex, marital status, relationship to head of household, occupation or education, immunizations received and diagnosis. The charts also include a summary of findings, recommendations, and services provided.

**RETENTION:**

Retain for 20 year(s) after case is closed or for 21 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after after case closed and then transfer to State Records Center. Retain in State Records Center for 16 years and then destroy.

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10160

**TITLE:** High risk infant charts

(continued)

**APPRAISAL:**

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

The disposition is based on potential legal problems that may arise as to any treatment given the infant. While UCA 78-14-4 (1991) sets the limit for malpractice action at four years, court decisions such as Foil v. Ballinger, 601 Pac. Rep. 2d 144, Utah Supreme Court (1979) and Myers v. McDonald, 635 Pac. Rep. 2d 84, Utah Supreme Court (1981) have held that the statute of limitations can be extended if discovery of the injury did not occur within the four-year time frame. Should any medical problems occur, they should appear by the time the child becomes an adult.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10161

3

**TITLE:** Infant development case files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by patient's surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These case files document the participation of children in the federal Handicapped Children's Early Education Program under 34 CFR 309 and 315 (1991). The Infant Development Program (IDP) deals with children from birth to age three. These case files include permission to evaluate form, feeding behavior assessments, reflex maturation assessment form, Denver developmental screening test, individual family service plan form, IDP roll book form, home visit report forms, infant discharge summary, and infant interim summary reports. The information includes the examination date, the child's name, birth date, the diagnosis, the providers' names and telephone numbers, whether the patient communicated with the providers in the last six months, the date and results of the last physical exam, a record of immunizations, vision screening results, hearing screening results, dental screening results, nutritional status, developmental status, language assessment, and daily activities.

**RETENTION:**

Retain for 18 year(s) after case is closed or until date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after case closed or until child has reached the age of 21 and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10161

**TITLE:** Infant development case files

(continued)

**APPRAISAL:**

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

This disposition is based on the provisions of the Office of Education's "Special Education Rules" (1988) and discussions with the State Health Department.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17627

3

**TITLE:** Pregnancy testing charts

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by patient's surname

**DESCRIPTION:**

These bilingual forms (English/Spanish) document the results of pregnancy tests given to low-income women by the department. They are used for case management purposes. They include the client's name, birth date, home telephone number, address, occupation, client's legal guardian address and telephone number, questions on housing, transportation, race, marital status, and education; questions on whether patient employed, a U.S. citizen, has insurance, received previous physician's name, whether patient had received previous treatment from the Weber-Morgan Health Department; lifestyle questions; information on the test what information it can and cannot provide; client's signature and date; pregnancy test results, and progress notes; signature and title of worker; and date.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the legal requirements specified in the malpractice provisions. UCA 78-14-4 (1995) specifies that "no malpractice action . . . may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17627

**TITLE:** Pregnancy testing charts

(continued)

the injury, whichever comes first, but not to exceed four years  
after the date of the alleged act."

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17628

3

**TITLE:** Prenatal care charts

**DATES:** 1983-

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

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files document prenatal services provided to low income women. They are used for case management purposes. These case files include the patient information and consent form, problem oriented prenatal risk management form, prenatal teaching guideline check list, progress notes, laboratory flow sheet, and the Utah prenatal record system forms (UPRS).

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after last visit and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the legal requirements specified in the Utah Administrative Code, R432-100-35 (1995) and meets the medical malpractice provisions UCA 78-14-4 (1995).

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17628

**TITLE:** Prenatal care charts

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10162

3

**TITLE:** Prenatal clinic charts

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by patient's surname

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

These records document the participation of expectant mothers in the prenatal (PEPI) medical assistance program. While the prenatal clinic's focus is on low-income women, services are not restricted. Charts are closed after the postpartum follow-up.

These case files include family practice obstetrical record form, prenatal clinic screening form, chart review form, test results, nurses notes, referral and application for service form, prenatal/postpartum form, obstetrical billing information form, financial statement, hospital reports, and copies of prescriptions.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the local health department and statute of limitations requirements. According to UCA 78-14-4 (1991), an action for malpractice must take place within a maximum of four years from the act.

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10162

**TITLE:** Prenatal clinic charts

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10159

3

**TITLE:** Sexually transmitted disease clinic charts

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by patient's surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These charts document the treatment provided to persons with sexually transmitted diseases (STD). They are used for collecting and maintaining medical information, in the follow-up of suspected carriers and contacts with sexually transmitted diseases and for controlling the spread of STDs. The Utah Code of Communicable Disease (UCA 26-6-1, et seq. (1991)), the Department of Health is required to maintain this information in order to promote the public health and to prevent and control the spread of STDs. The charts include the consent for treatment form, STD questionnaire, medical visit form, laboratory tests, and requests for specific tests. Information includes case number, patient's name, address, and telephone number; age, race, reason for visit, medications, sex history, problems, allergies, physical examination results, lab tests, impressions, counseling, and follow-up.

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1992

**FORMAT MANAGEMENT:**

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

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 10159

**TITLE:** Sexually transmitted disease clinic charts

(continued)

**APPRAISAL:**

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

This disposition is based on administrative needs expressed by both the State Division of Epidemiology and the local health department and statute of limitations provisions. According to UCA 78-14-4 (1991), an action for malpractice must take place within a maximum of four years from the act.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 24556

1

**TITLE:** Tobacco education program youth referral form

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder alphabetical by youth's name

**DESCRIPTION:**

This form is used by the Second District Court to refer youths who abused tobacco to the local health department to attend the tobacco education program. It includes referral date, name, age, sex, name of parent/guardian, telephone numbers (work/phone), name of school, referral source (juvenile court, municipal court, school, local police, etc); when a smoking ticket was issued, first time in class, date notified by letter and phone, date of first called, indication by class instructor of class attendance (attendance (y/n), quantity smoked/chewed, project (y/n), assignment (y/n), comments, date progress/completion certificate sent, and tracking record - 1 month, 3 month, 6 months (date, use status, and any comments).

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 81093

3

**TITLE:** Tuberculin testing worksheets

**DATES:** 1962-

**ARRANGEMENT:** Numerical by sequential location

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

these worksheets were used to record information from tuberculin test clinics and were submitted to the Utah State Division Health Pulmonary Disease Program. They include name, address, race, sex, age, parental request, test date, date read, previous test, test results, reason why not tested. This is a discontinued school testing program.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). this retention is based on discussions with the local health department and the State Health Department. These files are no longer needed administratively and should be immediately destroyed.

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 81093

**TITLE:** Tuberculin testing worksheets

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17626

3

**TITLE:** Waste tire recycling request records

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by company name

**DESCRIPTION:**

These records document financial reimbursements authorized under the State Waste Tire Recycling Act. UCA 26-32a-107 (1995) allows recyclers "using waste tires or materials derived from waste tires" and "used exclusively for energy recovery or creation of ultimate products" to submit applications to local health departments for "partial reimbursement of cost of transporting and processing [waste tires]." These records include correspondence, certification of tire shredding, reimbursement application request, invoices and other supporting documentation.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Weber-Morgan District Health Department (Utah)

**SERIES:** 17626

**TITLE:** Waste tire recycling request records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. customer lists