

Retention and Classification Report

Agency: Department of Health. Family Health Services. Maternal Health Consultation (1388)
3760 South Highland Drive
P.O. Box 142001
Salt Lake City, UT 84114-2001
801-584-8237

Records Officer: _____

82238	*Healthy mothers/healthy babies coalition of Utah files
82237	*Local health department budgets
82236	*Local health department files
82239	*Medical protocols
82240	*Rural prenatal consultation and care project grant files

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82238

3

TITLE: Healthy mothers/healthy babies coalition of Utah files

DATES: 1986-1993.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These are the records of a coalition of professional, volunteer, and governmental organizations. Its purpose is to support health care and educational efforts for childbearing families through collaborative activities and the sharing of information and resources. The files include by-laws, correspondence, minutes, agenda, mailing lists, program plans, position statements, and reference information.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer has administrative value and then destroy.

APPRAISAL:

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

The reference material in this file is published material not produced by the bureau and should be kept in the office as long as it is useful.

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82237

3

TITLE: Local health department budgets

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are proposed budgets submitted by local health departments to the bureau to request block grant funds. Also included with the file are copies of contracts between the state and the local agencies. These are reviewed by the staff to determine the amount of funds that should be distributed to the local health departments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This retention is needed to allow the office to study trends in local agency funding requests and in their use of the money. It will also cover the period necessary for any potential audit of this information.

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82236

3

TITLE: Local health department files

DATES: 1983-1993.

ARRANGEMENT: Alphabetical by district name

DESCRIPTION:

These are files relating to the office's dealings with local health department agencies and the distribution of funds to the local health departments. They include correspondence, local health department policy/procedure manuals, needs and resource assessment studies, local health department performance plans, statistical information, and quarterly reports.

RETENTION:

Permanent. Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The three year retention is in line with the requirements of 45 CFR Part 74. This file contains much information concerning the activities of the local health departments in carrying out the requirements of the program. This information has long-term value. However, the Archives should also have authority to weed out that information that is duplicated or has no research value.

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82239

3

TITLE: Medical protocols

DATES: 1982-1993.

ARRANGEMENT: alphabetical by subject

DESCRIPTION:

These are instructions and procedures to be followed for various types of conditions and situations that may arise in a clinic. They are prepared to ensure that proper treatment is given patients in the clinic. This file includes protocols on practitioner criteria, types of cases to be treated, physician responsibility, and other medical procedures dealing with intrapartum, post partum, new born nutrition, antepartum, and other procedures. The file includes not only the protocols but also the background reference material that was used to prepare them.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 21 years after the protocol is updated or obsolete and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). A record of written procedures should be kept in case of legal action. Legal decisions such as Frank v State 613 P.2d 517, Little v the State Division of Family Services 667 P.2d 49, and Doe v Arguelles 716 P.2d 279 sharply define discretionary functions by government employees that entitle the state to the immunity protection of UCA 63-30-10(1). These protocols should help a court make this distinction as well as indicate whether the clinic involved in a suit was following approved procedures.

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82240

3

TITLE: Rural prenatal consultation and care project grant files

DATES: 1986.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

This is a three year grant project to assist local clinics in providing prenatal care in rural areas. It includes site visit evaluations, record of clinic evaluations, travel vouchers, and purchase requisitions. Personal information includes patient's name, age, race, medical condition, marital status, income, and physician.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after submission of final expenditure report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). The financial records keeping requirements are set by 45 CFR Part 74. Programmatic records should be kept for their potential research value.

AGENCY: Department of Health. Family Health Services. Maternal Health Consultation

SERIES: 82240

TITLE: Rural prenatal consultation and care project grant files

(continued)

PRIMARY DESIGNATION:

Private