

Retention and Classification Report

Agency: Department of Health and Human Services. Utah Public Health Laboratory.
Newborn Screening (1390)
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Records Officer: _____

82242	Demographic cards
30744	Dried blood spot cards
82246	Hospital notification reports
82245	Patient case files

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening

SERIES: 82242

3

TITLE: Demographic cards

DATES: 1979-

ARRANGEMENT: Chronological by laboratory accession number.

ANNUAL ACCUMULATION: 6.50 cubic feet.

DESCRIPTION:

These records support the agency's function to screen newborns for "heritable disorders which may result in an intellectual or physical disability, or death" (Utah Code 26B-4-319 (2022)). These records are the completed demographic cards provided in the newborn screen test kits and data generated from testing of the blood spots. Demographic card records include identifiable information for the mother, infant, and medical provider. Computer data file records include laboratory results from the blood spot testing.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 21 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening
SERIES: 82242
TITLE: Demographic cards

(continued)

Utah Code 78-14-4 sets a maximum four year limitation for malpracticeion. UCA 78-14-4(2) specifically applies this limitation to minors. However, several court decisions have held that the statute does not begin to run until the plaintiff knew or should have known about the cause of action. In the case of a metabolic disorder, if left untreated, symptoms may not occur until adulthood. This sets the parameters of the total retention.

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 (2023)

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening

SERIES: 30744

1

TITLE: Dried blood spot cards

DATES: 1979-

ARRANGEMENT: Chronological by laboratory accession number.

DESCRIPTION:

These records support the agency's function to screen newborns for "heritable disorders which may result in an intellectual or physical disability, or death" (Utah Code 26B-4-319 (1) (2023)). These records are the blood spot cards from the newborn screen test kits. The records contain sample identification numbers. No patient demographic information is attached.

RETENTION:

Retain for 7 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 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 (2023)

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening

SERIES: 82246

3

TITLE: Hospital notification reports

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records support the agency's function to screen newborns for "heritable disorders which may result in an intellectual or physical disability, or death" (Utah Code 26-10-6 (1) (2013)). Records are notifications of laboratory test results sent to hospitals, and indicate any additional specimen draws, transcription errors, or overdue follow-up tests. Records include identifiable information for the mother, infant, and medical provider.

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: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening

SERIES: 82246

TITLE: Hospital notification reports

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26-3-7(2013)

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening

SERIES: 82245

3

TITLE: Patient case files

DATES: 1982-

ARRANGEMENT: Alphabetical by client.

DESCRIPTION:

These records support the agency's function to screen newborns for "heritable disorders which may result in an intellectual or physical disability or death" (Utah Code 26-10-6(1)(b)(2017)). Records document medical information and actions taken. Information include the specimen date, test results, identifiable information for the mother and infant, and may include a diagnosis and treatment plan.

RETENTION:

Retain for 22 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 22 years after date of birth and then delete.

Computer magnetic storage media: For records prior to and including 2000. Retain in Tape Library for 3 years or until the child is twenty-one years of age and then erase.

Computer output microfiche master: For records prior to and including 2000. Retain in Office for 22 years after date of birth and then destroy.

Computer magnetic storage media: For records prior to and including 2000. Retain in Office until administrative needs end and then erase.

Paper: Retain in Office for 1 year after date of birth and then

AGENCY: Department of Health and Human Services. Utah Public Health Laboratory. Newborn Screening
SERIES: 82245
TITLE: Patient case files

(continued)

transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26-3-7 (2017) and 45 CFR 164 - HIPAA

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.