

Retention and Classification Report

Agency: Department of Social Services. Bureau of Policy Planning & Budget (1398)

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Records Officer: _____

02939	*Administrative records
24359	*Data Digest
24407	*Publications
11570	*Quality control review schedules
24344	*Re Stat Report

AGENCY: Department of Social Services. Bureau of Policy Planning & Budget

SERIES: 2939

3

TITLE: Administrative records

DATES: 1975-1982.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This series contains reports, correspondence, procedures, memos, agendas, committee minutes, etc.

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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Social Services. Bureau of Policy Planning & Budget

SERIES: 24359

3

TITLE: Data Digest

DATES: ca. 1970-1977.

ARRANGEMENT: Chronological

DESCRIPTION:

The Data Digest is a monthly publication. It provides information about the assistance payments made throughout the state. It tallies expenditures, numbers of cases, and numbers of persons receiving state and / or federal assistance with medical needs, food stamps and the like. The numbers are broken down by county and district.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Social Services. Bureau of Policy Planning & Budget

SERIES: 24407

3

TITLE: Publications

DATES: 1967-1987.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Records created by the agency including pamphlets, reports, newsletters, and other published or processed documents. These records include information on low income populations, troubled youth, nutrition, drug abuse and other social service issues addressed by the Bureau of Policy Planning and Budget. Consists primarily of isolated publications not part of a more specific series.

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).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Social Services. Bureau of Policy Planning & Budget

SERIES: 11570

3

TITLE: Quality control review schedules

DATES: 1966-1971.

ARRANGEMENT: None

DESCRIPTION:

Contains correspondence, 1966-1970; quality review medical, 1970;
and public assistance work sheets 1969-1970.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Department of Social Services. Bureau of Policy Planning & Budget

SERIES: 24344

3

TITLE: Re Stat Report

DATES: 1966-1977.

ARRANGEMENT: Chronological

DESCRIPTION:

The Re Stat Report was a monthly newsletter published by the Department of Social Services, Research and Statistics section. The newsletter communicated significant changes or developments in the operation of public assistance, child welfare, and other related programs. Its intended audience included the general public, state legislators, news media and staff members. From 1976-1977 it was called "Facts & Figures."

RETENTION AND DISPOSITION AUTHORIZATION:

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