

Retention and Classification Report

Agency: Department of Workforce Services. Price Employment Center (1507)

475 West Price River Drive DR#300
Price, UT 84501
435-636-2300

Records Officer: _____

19984	*Client case files
17866	*Provider billing records
13040	*Self-sufficiency

AGENCY: Department of Workforce Services. Price Employment Center

SERIES: 19984

3

TITLE: Client case files

DATES: 1991-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Price Employment Center

SERIES: 19984

TITLE: Client case files

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Price Employment Center

SERIES: 17866

3

TITLE: Provider billing records

DATES: 1975-2001.

ARRANGEMENT: Chronological by month, thereunder by year

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Price Employment Center

SERIES: 13040

3

TITLE: Self-sufficiency

DATES: 1980-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These files are used to monitor initially Family Support client cases, now under The Dept. of Workforce Services and their progress. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Self sufficiency/child care eligibility case files, GRS-2572.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Price Employment Center

SERIES: 13040

TITLE: Self-sufficiency

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.