

## Retention and Classification Report

**Agency:** Department of Workforce Services. Roosevelt Employment Center (1509)

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Roosevelt, UT 84066  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19361

3

**TITLE:** Check issuance case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Numerical by check number

**DESCRIPTION:**

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Check issuance case files, GRS-2573.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 10867

3

**TITLE:** Client case files

**DATES:** 1979-2019.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These case files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services. These casefiles include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**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.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 10867

**TITLE:** Client case files

(continued)

**APPRAISAL:**

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

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychiatric and psychological information

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19373

3

**TITLE:** Day care case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

**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 after 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 value(s).  
This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19371

3

**TITLE:** Day care center licensing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Day care center licensing files, GRS-2570.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19372

3

**TITLE:** Family day care licensing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now serviced by The Dept. of Workforce Services.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Family day care licensing files, GRS-2571.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19362

3

**TITLE:** Food stamp case files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Food stamp case files, GRS-2574.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 7307

3

**TITLE:** Home energy assistance target program case files

**DATES:** 1981-2001.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, and now The Dept. of Workforce Services, gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families have had special medical expenses; and fourth, families have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, salary, and employment information.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This disposition is based on the needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 7307

**TITLE:** Home energy assistance target program case files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19799

3

**TITLE:** Job Training and Partnership Act Client Files

**DATES:** 1997-2001.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19367

3

**TITLE:** Medical cards

**DATES:** 1990-2019.

**ARRANGEMENT:** Numerical by card number.

**DESCRIPTION:**

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, are now provided through 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 Medical cards, GRS-2579.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after 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, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19364

3

**TITLE:** Medical excess payment records

**DATES:** 1990-2019.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Medical excess payment records, GRS-2576.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19364

**TITLE:** Medical excess payment records

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19363

3

**TITLE:** Prescription drug claims

**DATES:** 1990-2001.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, now provided by The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prescription drug claims, GRS-2575.

**AUTHORIZED:** 09-05-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after 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, and/or fiscal value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19366

3

**TITLE:** Provider billing files

**DATES:** 1990-2001.

**ARRANGEMENT:** Chronological by month, thereunder numerical by billing number

**DESCRIPTION:**

These are billings issued to day care providers for services provided initially to the Office of Family Support, now The Dept. of Workforces.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Provider billing files, GRS-2578.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19365

3

**TITLE:** Provider files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Provider files, GRS-2577.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after 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 value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 14534

3

**TITLE:** Self sufficiency case files

**DATES:** 1985-2019.

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These case files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State of Utah assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. Also includes Workforce Investment Act (WIA) records.

**RETENTION:**

Retain for 5 year(s)

**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 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. Roosevelt Employment Center

**SERIES:** 14534

**TITLE:** Self sufficiency case files

(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.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19370

3

**TITLE:** Single parent employment program files

**DATES:** 1990-2001.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Single parent employment program files, GRS-2582.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19369

3

**TITLE:** Transmittal records

**DATES:** 1990-2019.

**ARRANGEMENT:** Numerical by transmittal number.

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transmittal records, GRS-2581.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

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

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19369

**TITLE:** Transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19368

3

**TITLE:** Voided medical cards

**DATES:** 1990-2019.

**ARRANGEMENT:** Numerical by card number.

**DESCRIPTION:**

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services, when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

**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 Voided medical cards, GRS-2580.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. Roosevelt Employment Center

**SERIES:** 19368

**TITLE:** Voided medical cards

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.