

Retention and Classification Report

Agency: Department of Social Services. Office of Assistance Payments (1812)

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Records Officer: _____

02824	*Assistance Payments Office correspondence
21085	*Correspondence
19002	*Policies and procedures manuals
24404	*Publications
27560	*Refugee resettlement program records

AGENCY: Department of Human Services. Office of Family Support

SERIES: 2824

3

TITLE: Assistance Payments Office correspondence

DATES: 1970-1973.

ARRANGEMENT: alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Human Services. Office of Family Support

SERIES: 21085

3

TITLE: Correspondence

DATES: 1991-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Family Support

SERIES: 19002

3

TITLE: Policies and procedures manuals

DATES: 1980-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Family Support

SERIES: 24404

3

TITLE: Publications

DATES: 1973-1997.

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by the agency, including pamphlets, reports, newsletters, and other published or processed documents. These records include information on the four assistance programs administered by the Office of Family Support: financial assistance, medical assistance, food stamps and energy assistance. 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 administrative, and/or historical value(s). These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Department of Human Services. Office of Family Support

SERIES: 24404

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Family Support

SERIES: 27560

1

TITLE: Refugee resettlement program records

DATES: 1980-1997.

ARRANGEMENT:

DESCRIPTION:

Records include correspondence, quarterly reports, etc. They include minutes, agenda and reports of the Utah Refugee Advisory Committee.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.