

Retention and Classification Report

Agency: Department of Workforce Services. Office of Child Care (1831)

140 East 300 South, 5th Floor
Salt Lake City, UT 84111
801-526-4341

Records Officer: _____

14843	*Accounts payable records
14822	*Accounts payable summary reports
14708	*Agency history files
14824	*Child Care Advisory Committee correspondence
14823	*Child Care Advisory Committee minutes
14707	*Child Care Developmental Block Grant contract files
14844	*Child Care Developmental Block Grant correspondence and poli
26276	Child care subsidy history files
14846	*Employer Task Force minutes
14825	*Executive correspondence
26275	*Grant case files
14845	*Internal administrative correspondence
14847	*News releases
14706	*Subject correspondence files
14848	*Travel reimbursement files

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14843

1

TITLE: Accounts payable records

DATES: 1993-2005.

ARRANGEMENT: Alphabetical by vendor, thereunder chronological
DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

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 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14822

1

TITLE: Accounts payable summary reports

DATES: 1994-2005.

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

These electronic data and reports are prepared from a Quattro Pro database to document, in summary form, the accounts payable information sent to the Department of Community and Economic Development (DCED) accounting personnel. Information includes vendor name, description of transaction, date invoice or bill received by Office of Child Care, date sent to DCED Accounting, and amount paid.

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 3 years and then destroy.

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14708

3

TITLE: Agency history files

DATES: 1993-2005.

ARRANGEMENT: Chronological.

DESCRIPTION:

These accomplishment summary reports, correspondence, director's reports, mission statements, organizational documents, strategic plans, task force organization records, and related documentation are maintained to preserve the accomplishments and history of the Office of Child Care. Information includes a summary sheet, produced annually, which outlines the Office's accomplishments during the previous year, and that of outstanding agency employees. Also included are employee names, goal statements, and organizational information.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Director's reports, mission statements, organizational documents, strategic plans, and related records document agency history

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14708

TITLE: Agency history files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14824

1

TITLE: Child Care Advisory Committee correspondence

DATES: 1990-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

This correspondence of the Advisory Committee, letters of appointment, and letters of nomination document the history of committee membership. The correspondence is primarily with the Office of Child Care and includes policy recommendations and decisions. The letters of nomination are segregated from the correspondence and include recommendations from interested parties outside of the office for appointments to the Advisory Committee. The letters of appointment are also segregated and include the official appointments to the Advisory Committee from the governor.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Correspondence documents the decisions of the CCAC.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14823

3

TITLE: Child Care Advisory Committee minutes

DATES: 1990-2005.

ARRANGEMENT: Chronological.

DESCRIPTION:

These agenda, minutes, travel reimbursements, and related documents pertain to the Child Care Advisory Committee. They document the history of the committee, and the decisions or recommendations made. Information includes the dates and locations of meetings, names of persons present, travel itineraries for members of the committee, and reimbursement authorizations for members.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14707

1

TITLE: Child Care Developmental Block Grant contract files

DATES: 1992-2005.

ARRANGEMENT: Numerical by contract number.

DESCRIPTION:

This series documents participation in the Child Care Developmental Block Grant program. They are maintained to document the obligations of the Office of Child Care to the Department of Human Services, which is responsible for implementing the federal program in Utah. Information includes a copy of the contract, objectives of the contract, reports, correspondence, etc.

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 1 year after expiration of contract and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have legal value(s).

This disposition is based on UCA 78-12-23 (1984), which says actions may not be brought against contracts six years after expiration.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14844

1

TITLE: Child Care Developmental Block Grant correspondence and policy files

DATES: 1992-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Correspondence documents decisions regarding the grant, policies and procedures.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 26276

3

TITLE: Child care subsidy history files

DATES: 1992-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The office of Child Care has kept detailed files documenting the effectiveness of various subsidy procedures and substantiating reasons for changes. These files contain such things as the original cash-out planning meeting notes, reports, and results. They include day care histories and information about public hearings on waiting list issues. They include cost of living updates, local market rate studies, needs assessments, and audits of child care subsidy programs. They also include information about social services block grants, homeless policies and decisions, and ORS processes, and Early Care Committee notes.

RETENTION:

Permanent. Retain for 21 year(s)

DISPOSITION:

Transfer to Archives.

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 21 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 26276

TITLE: Child care subsidy history files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
Anyone wishing to know the history of child care subsidy can use
this series for research.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14846

3

TITLE: Employer Task Force minutes

DATES: 1993-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes, agency, and any related documents or supporting materials associated with the meetings of the Office of Child Care Employer Task Force document the history of the task force and its conclusions or recommendations. Information includes names of persons present, meeting dates, items considered, and conclusions reached or recommendations made.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).
minutes document decisions of the committee.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14825

1

TITLE: Executive correspondence

DATES: 1990-2005.

ARRANGEMENT: Alphabetical by subject, employee name, or outside correspondent name, thereunder chronological

DESCRIPTION:

This correspondence of the director of the Office of Child Care and general office correspondence with high ranking state and national officials document the communication of an executive nature of the Office of Child Care. Correspondence included could be with the Governor's Office, the Office of Planning and Budget, members of the State Legislature, and members of the Utah Congressional Delegation.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Correspondence documents decisions, policies and procedures.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 26275

1

TITLE: Grant case files

DATES: 1990-2005.

ARRANGEMENT: Alphabetical by program name and thereunder chronological.

DESCRIPTION:

The Division of Child Services manages grants for child care services. These grant files include accepted grant proposals and applications for grant programs such as Baby Steps, Youth Connections, Quality Improvement, and Child Care Resource and Referral. The grant files include, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to the receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets.

RETENTION:

Retain for 3 year(s) after case is closed

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 1 year after case closes 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).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14845

3

TITLE: Internal administrative correspondence

DATES: 1993-2005.

ARRANGEMENT: Alphabetical by subject, thereunder chronological
DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until administrative need ends, whichever is shorter and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14847

3

TITLE: News releases

DATES: 1993-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These announcements or releases have been sent to the media and document the public statements of the Office of Child Care.

Information includes release date and a narrative description of the event or topic covered in the particular event.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14706

1

TITLE: Subject correspondence files

DATES: 1990-2005.

ARRANGEMENT: Alphabetical by subject or outside correspondent name, thereunder chronological
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 14848

3

TITLE: Travel reimbursement files

DATES: 1985-2005.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address and phone number, social security number [UCA 63G-2-302(1)(e) (2008)], and employee credit card numbers [UCA 63G-2-302(2)(d) (2008)].

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.