

## Retention and Classification Report

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

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**Records Officer:** \_\_\_\_\_

14843	*Accounts payable records
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14824	*Child Care Advisory Committee correspondence
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**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Computer data files: Retain in Office until superseded and then delete.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.