

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Child and Family Services.
Ogden Office and Northern Region Administration
950 East 25th Street
P.O. Box 143464
Ogden, UT 84401

Records Officer: _____

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AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19442

3

TITLE: Adoption applications denied

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are denials pertaining to the adoption of children. They indicate the reasons for Child and Family Services' denial of adoption applications. They include a profile summary of the adoptive family which contains parent surname, religion, income, education, occupations, and children's names and ages.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption applications denied, GRS-2478.

AUTHORIZED: 08-01-1995

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19442

TITLE: Adoption applications denied

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 17642

3

TITLE: Adoption case files

DATES: 1970-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption case files, GRS-2477.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the Juvenile Court Act. Retention is comparable to Wisconsin RLIN record WIHV86-A1641. Utah Administrative Code, R817-3-8 (1989), which specifies that adoption records be retained permanently.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 17642

TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Controlled adoption records are sealed for 100 years.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 18220

3

TITLE: Adoption home studies

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, the department determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, and family records.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption home studies, GRS-2479.

AUTHORIZED: 08-01-1995

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 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 18220

TITLE: Adoption home studies

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 17776

3

TITLE: Adoption subsidy payment records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document subsidy payments to adopting families and are used to track eligibility and provide an audit trail. State subsidies may be one time, time-limited, or long-term, depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long-term maintenance subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption subsidy records, GRS-2480.

AUTHORIZED: 02-01-2009

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 99 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 17776
TITLE: Adoption subsidy payment records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 78-30-15 (1990)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 9945

1

TITLE: Adult care services case files

DATES: 1980-1995.

ARRANGEMENT: None

DESCRIPTION:

Intervention for the protection of adults who are in danger.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no pending action or litigation.

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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10016

3

TITLE: Check register files

DATES: 1991-

ARRANGEMENT: None

DESCRIPTION:

This is a register of all checks that have been issued by Social Services Finance bureau for child support, cashouts, recoveries, benefit select, energy assistance, and other welfare related programs. This series is used for verification of issuance and for litigation in medicaid and Social Service check fraud cases. This record is generated weekly.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10016

TITLE: Check register files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 22153

3

TITLE: Child and Family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, video recordings of parent visits with their children, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family case records, GRS-2492.

AUTHORIZED: 02-01-2016

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 22153
TITLE: Child and Family Services family case records

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19431

3

TITLE: Child at risk case files

DATES: 1994-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document information collected by case workers on methods to assist children at risk. These risks include alcohol, drugs, gang activities, and other negative influences children are exposed to in their lives. Information includes case worker activity logs, progress reports, grade reports, correspondence, samples of student work assignments, and comments from teachers, principals, and counselors.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child at risk case files, GRS-2488.

AUTHORIZED: 02-01-1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 3 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19443

1

TITLE: Child protection alert files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document alerts generated by all states when they are unable to locate a family who has been charged or when alleged charges have been made against them which may include, but are not limited to abuse, assault, and neglect. When the perpetrators are found, the requesting agency is notified and action is taken.

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 value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19444

3

TITLE: Child protective services investigation files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

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 99 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 19444
TITLE: Child protective services investigation files

(continued)

PRIMARY DESIGNATION:
Exempt UCA 62A-4-513 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10120

1

TITLE: Child welfare case files

DATES: 1986-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document assistance provided to children through the child welfare program of the Department of Human Services, Division of Child and Family Services.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no litigation pending.

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. Medical information, psychiatric information, psychological information.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26288

3

TITLE: Christmas Box House client intakes

DATES: 2002-

ARRANGEMENT: Chronologically by month

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series consists of client intakes for the Christmas Box House. The Christmas Box House is a shelter intake/ assessment and residential facility for abused and neglected children. Information in this series includes the client's personal information, health information, removal information, and their progress during their stay at the Christmas Box House.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2006

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19432

3

TITLE: Client case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), Aging and Adult Services (DAAS), and/or local discretionary funds. Two regions also carry programs for the Division of Mental Health (DMH), and the Division of Alcoholism and Drugs (DAD). The following record series are not included: adoptions (including interstate compact adoptions), foster care and interstate foster care files, substantiated and unsubstantiated child abuse/neglect files, the central register, ombudsman case files (elderly abuse), adult abuse case files, adult abuse central register, licensing files, all Training School and State Hospital Files. Client case files include but are not limited to the following types of eligibility and determination forms: Application for Financial, and Medical; Application for Social Services; Request for Expended Services (obsolete 11-87); Notice of Decision (income report); Certification of Handicapping Condition; Client Admission/Level of Care Determination; Child Abuse/Neglect Report; and Adult Protection/Spouse Abuse Report. Information includes name, birth certificates, social security number, car registrations and titles, court documents, medical reports, certification of tribal membership, lien agreements, guardianship orders, activity logs, surveys, progress notes, and permanency and individual service plans.

RETENTION:

Retain for 50 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-2459.

AUTHORIZED: 05-29-2018

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 19432
TITLE: Client case files

(continued)

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 49 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19446

1

TITLE: Custody evaluation files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are reports compiled by investigators and submitted to the court indicating which natural parent the agency believes should have custody of the children in a divorce case. Information includes family history, expenditures, living conditions, and victim information.

RETENTION:

Retain for 5 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 4 years and then destroy.

APPRAISAL:

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

This disposition is based on and complies with Federal Title XIX guidelines.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19435

1

TITLE: Denied substitute care applications

DATES: 1985-2016.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These are denials of applicants seeking to adopt. Information includes application for adoption, adoptive family photos, foster home records pertaining to the child, the child's medical record, original parent's medical history, correspondence regarding the case, court medical assistance records, social evaluations and names of original parents and children, certificates of license from adoption agency, history of events concerning the adoption, and case study summaries.

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 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19436

1

TITLE: Developmentally disabled/mentally retarded guidance case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document guidance services provided by the Department of Human Services, Division of Child and Family Services. Information includes name, social security number, intelligence quotient, psychological and psychiatric information, physical description, and family information.

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 5 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 9946

1

TITLE: Developmentally disabled/mentally retarded handicap case files

DATES: 1979-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to developmentally disabled and mentally retarded clients by the Department of Human Services, Office of Social Services. They are created by case managers and are used in establishing, maintaining, and monitoring programs for clients with disabilities. Information includes birthplace and birthdate, expenditures, family information, and living conditions.

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 and then transfer to State Records Center. Retain in State Records Center for 5 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. Psychiatric and psychological information

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19445

3

TITLE: Domestic violence shelter records

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, an dfamily information.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Domestic violence shelter treatment records, GRS-2483.

AUTHORIZED: 08-01-1995

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 3 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 19445
TITLE: Domestic violence shelter records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19478

3

TITLE: Family preservation case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document individual and family counseling records for clients receiving services from the Division of Child and Family Services. Counseling and services may be ordered by the courts. Information includes activity logs, personal and family counseling reports, payment documents, court records, progress reports, medical information, and psychological and psychiatric information. There may be child protective services information included in these records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family preservation case files, GRS-2489.

AUTHORIZED: 02-01-1998

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 9 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19447

3

TITLE: Foster parent provider eligibility files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document eligibility requirements for foster parents. They are used by case workers for administrative purposes and to disburse payments made to those foster parents for their services. Information includes eligibility documents, reference letters, medical forms, Bureau of Criminal Identification cards, release forms, computer forms, training documentation, case worker's notes, contracts, home studies, and licenses.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Foster parent provider eligibility files, GRS-2485.

AUTHORIZED: 02-01-2016

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 49 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19447

TITLE: Foster parent provider eligibility files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

Public. UCA 63G-2-103 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26942

3

TITLE: Health care records

DATES: 1989-

ARRANGEMENT: Chronological thereunder alphabetical by name of client

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

AUTHORIZED: 05-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19441

1

TITLE: Home management/homemaker services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document home management and homemaker services which provide assistance and support to families as primary care givers. This allows families to remain together and create a stable atmosphere for a cohesive family unit. Information includes family history, expenditures, employment history, living conditions, marital status, medical and dental information, and salary information.

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 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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19448

1

TITLE: In home services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information gathered on juveniles who need protective supervision, protective counseling, or your services. Also, protective youth services, protective services supervision, protective service counseling, and protective family preservation records may be included in these files. Information includes psychological assessments, progress reports, and collateral agency data.

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 3 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19449

1

TITLE: In home services with child abuse and neglect reports

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information gathered on juveniles who need protective supervision, counseling, or youth services. Also, these include cases where evidence of child abuse and neglect is present and has been documented by filing a child abuse and neglect report (Form 741) with the Division of Child and Family Services. Information includes psychological assessments, child abuse and neglect reports, health assessments, progress reports, and collateral agency reports.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19479

3

TITLE: Interstate compact placement home studies case files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document information collected to determine whether or not a family and home are appropriate for the placement of children currently in foster care. If the home is determined to be suitable, children may be released from the custody of the Division of Child and Family Services to the approved family and home. Information includes criminal background checks, autobiographies, physical, psychiatric, and psychological examinations, interviews, income information, and home study evaluations.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Interstate compact placement home studies case files, GRS-2490.

AUTHORIZED: 02-01-1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19479

TITLE: Interstate compact placement home studies case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26938

3

TITLE: Interview recordings

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

Digital Versatile Disk - Read Only: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

Audio cassettes: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26938

TITLE: Interview recordings

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(2)(d)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 27169

3

TITLE: Medical eligibility case files

DATES: 2003-

ARRANGEMENT: Chronological thereunder alphabetical by client surname

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 5 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 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 value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(51)(a),(b)(i)(ii)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 14781

3

TITLE: Personnel files

DATES: 1975-2003.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 14781

TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 18458

3

TITLE: Personnel files

DATES: 1960-2005.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after employee retirement or separation and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 18458
TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on 1997 Utah General Retention Schedule, Schedule 11, Item 2, which specifies that these records should be retained for 65 years after retirement or separation of employee.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26940

3

TITLE: Photo documentation of client files

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 50 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-2459.

AUTHORIZED: 05-29-2018

FORMAT MANAGEMENT:

Photographs: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Photo negatives: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Compact disc: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 26940

TITLE: Photo documentation of client files

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(2)(d)

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19438

1

TITLE: Protective adult services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These file document services to adults in need of protective assistance. The Division of Child and Family Services intervenes on the behalf of adults and places them in a protective environment. Information includes family history, assets, debts, employment information, medical and dental information, and victim information.

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 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19439

1

TITLE: Protective child intervention case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to children needing protective intervention. Physicians, law enforcement officers, or persons in charge of medical facilities may intervene to retain custody of a child suspected of being abused or neglected for seventy-two hours without parental consent. Human Services must be immediately notified of this action. The department then may petition the courts for a protective order placing the child in a protective environment. Information includes family history, medical information, living conditions, physical description, and victim information.

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 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:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19425

1

TITLE: Protective services counseling case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to clients requiring protective services counseling. Counselors provide services to victims of abuse and neglect who have been removed from the home after the issuance of a court order. Information includes family history, medical information, living conditions, physical description, and victim information.

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 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:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19426

1

TITLE: Protective services supervision case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to clients needing protective supervision. They are ordered to participate in programs to prevent abuse and neglect and are supervised and evaluated by the Division of Child and Family Services. Information includes family history, expenditures, living conditions, physical description, and victim information.

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 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:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19437

1

TITLE: Protective services video records

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These video tapes are created by contracted providers to document sexual abuse evaluations for use in litigation and court proceedings and to diagnose and suggest treatment for those victims of sexual abuse. They contain interviews with children eighteen and under who are the alleged victims of sexual abuse.

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 and then transfer to State Records Center. Retain in State Records Center for 14 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19034

1

TITLE: Protective youth services case files

DATES: 1980-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to clients needing protective supervision. They are ordered to participate in programs to prevent abuse and neglect and are supervised and evaluated by the Division of Child and Family Services. Information includes family history, expenditures, living conditions, and victim information.

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 and then transfer to State Records Center. Retain in State Records Center for 9 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10053

1

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These reports document pacmis data records of clients receiving services from the Department of Human Services. They are computer printouts of individual clients. This is an incomplete description and we need to contact Jodie Talbot to schedule these. Nov. 20, 1991.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 5 years and then erase.

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10119

3

TITLE: Substantiated adult abuse and neglect case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document reported damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of a report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. This series includes the Adult Protection Report (Form 741-A), narration of services, listings of types of services, rehabilitative treatment plans, and all other data collected as a result of an investigation.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after after case is closed and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This series has been identified as a vital record by the Department of Human Services. UCA 62A-4-513 (1992), specifies that these records are restricted and made available only to law enforcement agencies involved in investigations, physicians

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 10119

TITLE: Substantiated adult abuse and neglect case files

(continued)

suspecting cases of child abuse, prosecutors, and personnel from the Department of Human s

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric information, psychological information, medical information.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 9944

3

TITLE: Substantiated child abuse and neglect case files

DATES: 1990-

ARRANGEMENT: None

DESCRIPTION:

This record series is a case file of reported damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of a report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from Abuse and Neglect Report 741 is put into the Central Register (which is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Report (Form 741), a narration for services, a listing of the type of services, a rehabilitative treatment plan, and all other data collected as a result of an investigation.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

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 99 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration
SERIES: 9944
TITLE: Substantiated child abuse and neglect case files

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on the administrative needs expressed by the agency and UCA 73-3c-3 (1978), which specifies that information is to be restricted in order to protect the parties involved in these actions.

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 11934

3

TITLE: Substitute care case files

DATES: 1976-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

This is a record of care and services provided to a child under the age of 18 who has experienced severe emotional disturbances, physical disability, and/or social maladjustment and who has been in substitute care placement. The Department of Social Services obtains custody of the child by an order from Juvenile Court. Custody is given by the court when the child has been abused and/or neglected by the parent or guardian. The department can be granted voluntary custody of the child for up to 45 days with an agreement of the parent or guardian.

The child remains in the department's custody until a parent or guardian has expressed the willingness and ability to resume permanent responsibility for the child or the court orders the child returned to the custody and home of the parent.

This series includes a psychosocial evaluation, family studies, financial disclosures, treatment plans, progress notes, supportive services, court orders and Health and Education records and fees.

RETENTION:

Retain for 50 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-2459.

AUTHORIZED: 05-29-2018

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 49 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 11934

TITLE: Substitute care case files

(continued)

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Controlled

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19434

3

TITLE: Substitute care subsidy files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return.

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 Substitute care subsidy files, GRS-2462.

AUTHORIZED: 08-01-1995

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.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19434

TITLE: Substitute care subsidy files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19433

1

TITLE: Substitute care supervision case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are records of services provided for the supervision of substitute care cases. The Division of Child and Family Services monitors substitute care providers to ensure the safety of children placed in foster care homes. Information includes name, family, and job information, marital status, address, and salary information.

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 5 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 Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 9943

3

TITLE: Unsubstantiated child abuse and neglect case files

DATES: 1990-1995.

ARRANGEMENT: None

DESCRIPTION:

This record series is an report of alleged damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of an alleged report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from the Child Abuse and Neglect Form 741 is input into the Central Register (this is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Form 741, and all data collected as a result of an investigation.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

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 99 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 9943

TITLE: Unsubstantiated child abuse and neglect case files

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and UCA 73-3c-3 (1978), which specifies that information is to be restricted in order to protect the parties involved in these actions.

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Ogden Office and Northern Region Administration

SERIES: 19440

1

TITLE: Work incentive case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

RETENTION:

Retain for 5 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 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