

## 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:** \_\_\_\_\_

19442	Adoption applications denied
17642	Adoption case files
18220	Adoption home studies
17776	Adoption subsidy payment records
09945	*Adult care services case files
10016	Check register files
22153	Child and Family Services family case records
19431	*Child at risk case files
19443	Child protection alert files
19444	Child protective services investigation files
10120	*Child welfare case files
26288	Christmas Box House client intakes
19432	*Client case files
19446	Custody evaluation files
19435	*Denied substitute care applications
19436	*Developmentally disabled/mentally retarded guidance case fil
09946	*Developmentally disabled/mentally retarded handicap case fil
19445	Domestic violence shelter records
19478	*Family preservation case files
19447	Foster parent provider eligibility files
26942	Health care records
19441	*Home management/homemaker services case files
19448	*In home services case files
19449	*In home services with child abuse and neglect reports
19479	Interstate compact placement home studies case files
26938	Interview recordings
27169	Medical eligibility case files
14781	*Personnel files
18458	*Personnel files
26940	Photo documentation of client files
19438	*Protective adult services case files

19439	*Protective child intervention case files
19425	*Protective services counseling case files
19426	*Protective services supervision case files
19437	*Protective services video records
19034	*Protective youth services case files
10053	Public assistance case management information system reports
10119	*Substantiated adult abuse and neglect case files
09944	Substantiated child abuse and neglect case files
11934	*Substitute care case files
19434	Substitute care subsidy files
19433	*Substitute care supervision case files
09943	*Unsubstantiated child abuse and neglect case files
19440	Work incentive case files

**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, and family 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