

Retention and Classification Report

Agency: Department of Workforce Services.\$bOgden North Employment Center (1839)

480 East 27th Street
Ogden, UT 84401

Records Officer: _____

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AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18596

3

TITLE: Check issuance case files

DATES: 1990-2019.

ARRANGEMENT: Numerical by check number.

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Check issuance case files, GRS-2573.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 6939

3

TITLE: Client case files

DATES: 1979-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These case files document the complete case history of clients receiving services initially provided in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders. It also contains Workforce Investment Act (WIA) files.

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 Family preservation case files, GRS-2489.

AUTHORIZED: 02-01-1998

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 9 years and then destroy.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 6939

TITLE: Client case files

(continued)

APPRAISAL:

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

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be retained for a minimum of five years.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric and psychological information

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18603

1

TITLE: Day care case files

DATES: 1986.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

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 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)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 12656

3

TITLE: Day care center licensing files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Day care center licensing files, GRS-2570.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 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 UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 12656

TITLE: Day care center licensing files

(continued)

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 10125

3

TITLE: Family day care provider licensing case files

DATES: 1987-2019.

ARRANGEMENT: Alphabetical by provider surname.

DESCRIPTION:

These files document the licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now provided by The Dept. of Workforce Services. Information includes provider references, physical examinations, tuberculosis test results, home studies, applications, fire inspection reports, copies of licenses, and narratives of providers.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closure 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).

This disposition is based on the needs expressed by the agency. UCA 26 6-9 and UCA 26-6-10 (1990) specifies that individuals at high risk for tuberculosis be tested by the Health Department and if positive test results occur, then the department shall provide appropriate treatment.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 10125

TITLE: Family day care provider licensing case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Complaints

Protected. Police reports, police investigations

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18597

3

TITLE: Food stamp case files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food stamp case files, GRS-2574.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the Food Stamp Intergovernmental Schedule completed in 1995.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 7176

3

TITLE: Home energy assistance target program files

DATES: 1981-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, now The Dept. of Workforce Services gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families that have special medical expenses; and fourth, families that have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, and salary and employment information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

AUTHORIZED: 06-12-2019

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.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 7176

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

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

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

This retention covers the time frame for conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18590

3

TITLE: Medical cards

DATES: 1990-2019.

ARRANGEMENT: Numerical by card number.

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered through the Office of Family Support.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical cards, GRS-2579.

AUTHORIZED: 06-12-2019

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:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18588

3

TITLE: Medical excess payment records

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paper work on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Workforce Services is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical excess payment records, GRS-2576.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year 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 Workforce Services. Ogden Employment Center

SERIES: 18588

TITLE: Medical excess payment records

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 19237

3

TITLE: Personnel files

DATES: 1974-2019.

ARRANGEMENT: Alphabetical by 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 retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 19237

TITLE: Personnel files

(continued)

APPRAISAL:

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

These records contain the complete work history of an individual (excluding medical/psychological information) while employed by the state and have legal value as they serve as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18587

3

TITLE: Prescription drug claims

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are prescription drug claims from clients receiving assistance initially through the Office of Family Support, and now provided by The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by the federal government and State of Utah.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prescription drug claims, GRS-2575.

AUTHORIZED: 09-05-2019

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, 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 Workforce Services. Ogden Employment Center

SERIES: 18587

TITLE: Prescription drug claims

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 14429

3

TITLE: Provider billing files

DATES: 1980-2019.

ARRANGEMENT: Alphabetical by provider surname

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year 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:

Public

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 14429

TITLE: Provider billing files

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18598

3

TITLE: Provider files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by client surname, thereunder chronological.

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

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 Provider files, GRS-2577.

AUTHORIZED: 06-12-2019

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18594

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1983-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These files are used initially to monitor Family Support client cases and their progress. They are now serviced by The Dept. of Workforce Services. They also document the self sufficiency and income illegible child care programs.

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 Self sufficiency/child care eligibility case files, GRS-2572.

AUTHORIZED: 06-12-2019

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 Workforce Services. Ogden Employment Center

SERIES: 18594

TITLE: Self-sufficiency/child care eligibility case files

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18593

3

TITLE: Single parent employment program files

DATES: 1992-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document a demonstration program initiated originally by the Office of Family Support, now provided by The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Single parent employment program files, GRS-2582.

AUTHORIZED: 06-12-2019

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 for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18593

TITLE: Single parent employment program files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18592

3

TITLE: Transmittal records

DATES: 1980-1999.

ARRANGEMENT: Numerical by transmittal number.

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transmittal records, GRS-2581.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18592

TITLE: Transmittal records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Ogden Employment Center

SERIES: 18591

3

TITLE: Voided medical cards

DATES: 1990-2019.

ARRANGEMENT: Numerical by card number.

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services. When overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voided medical cards, GRS-2580.

AUTHORIZED: 06-12-2019

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.

Paper copy: Retain in Office for 1 year 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 Workforce Services. Ogden Employment Center

SERIES: 18591

TITLE: Voided medical cards

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.