

Retention and Classification Report

Agency: Department of Workforce Services. Brigham City West Employment Center (1840)

1050 South Medical Drive
Brigham City, UT 84302

Records Officer: _____

19248	*Client case files
07179	*Home energy assistance target program files
21868	*Provider billing files
10562	*Self-sufficiency/child care eligibility case files

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 19248

3

TITLE: Client case files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 19248

TITLE: Client case files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 7179

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. The Department of Human Services, Office of Family Support, 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.

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.

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 7179

TITLE: Home energy assistance target program files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 21868

3

TITLE: Provider billing files

DATES: 1981-2019.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are billings issued to day care providers for services provided to the Office of Family Support.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider billing files, GRS-2578.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 10562

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1983-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These case files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. Information includes a narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support against clients, documentation on target populations, and support services offered to clients.

RETENTION:

Retain for 5 year(s)

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 and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Brigham City Employment Center

SERIES: 10562

TITLE: Self-sufficiency/child care eligibility case files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the 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 07/2019.