

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Logan Office (1841)  
115 W Golf Course Rd., Ste. B  
Logan, UT 84321

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

20852	Adoption applications denied
17575	Adoption case files
20853	Adoption subsidy payment records
11373	Adoptive home studies
09862	*Adult day care case files
22156	Child and family services family case records
20861	*Child at risk case files
10863	*Child care foster payment records
10860	*Child day care supervision case files
20854	Child protection alert files
20855	Child protective services investigation files
06906	*Client case files
09860	*Confidential youth files
10861	*Court ordered custody study records
20857	Custody evaluation files
20849	*Denied substitute care applications
09865	*Developmentally disabled/mentally retarded case files
20850	*Developmentally disabled/mentally retarded guidance case fil
20856	Domestic violence shelter treatment records
10859	Employment guidance records
10858	*Family functioning counseling case files
23048	*Family preservation case files
10856	*Family violence guidance case files
20858	Foster parent provider eligibility files
10855	*Home management/homemaker services case files
20859	*In home services case files
20860	*In home services with child abuse and neglect reports
20862	Interstate compact placement home studies case files
09863	*Protective adult services case files
10852	*Protective adult services case files
10851	*Protective child intervention case files
10853	*Protective finance arrangement case files

10850	*Protective services counseling case files
10849	*Protective services supervision case files
10843	*Protective services video case files
09864	*Protective youth services case files
10848	*Protective youth services case files
20851	Public assistance case management information system reports
10857	*Respite clientele financial files
14862	*Substantiated child abuse and neglect case files
09861	*Substitute care case files
20848	Substitute care subsidy files
10847	*Substitute care supervision files
23049	Trust account records
09598	*Unsubstantiated child abuse and neglect case files
21840	*Welfare case samples
10844	Work incentive case files

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20852

3

**TITLE:** Adoption applications denied

**DATES:** 1980-

**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. Logan Office  
**SERIES:** 20852  
**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. Logan Office

**SERIES:** 17575

3

**TITLE:** Adoption case files

**DATES:** 1943-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. They include a face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, and birth certificates. Also included are court orders, adoption reports, summons, paternity notices, record of adoptions, termination of parental 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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). UCA 78-30-14 (1991) specifies that adoption case files are to be sealed and can only be viewed according to guidelines outlined in UCA 78-30-18 (1991).

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 17575  
**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20853

1

**TITLE:** Adoption subsidy payment records

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are 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. All state subsidy agreements are reviewed annually for continued eligibility (Utah Administrative Code R537-43.2 (1993)).

**RETENTION:**

Retain for 10 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 9 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 Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20853

**TITLE:** Adoption subsidy payment 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. Logan Office

**SERIES:** 11373

3

**TITLE:** Adoptive home studies

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, Human Services 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)

**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 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.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 11373  
**TITLE:** Adoptive home studies

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 9862

1

**TITLE:** Adult day care case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document day care treatment provided for adult clients.

**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 4 years 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 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. Logan Office

**SERIES:** 22156

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 DCFS 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) after case is closed

**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. Logan Office  
**SERIES:** 22156  
**TITLE:** Child and family services family case records

(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, fiscal, and/or legal value(s). This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

**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. Logan Office

**SERIES:** 20861

3

**TITLE:** Child at risk case files

**DATES:** 1990-1995.

**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 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. Logan Office

**SERIES:** 10863

3

**TITLE:** Child care foster payment records

**DATES:** 1982.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document payments for child foster care clients to the Department of Human Services, Office of Social Services.

**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 3 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10860

1

**TITLE:** Child day care supervision case files

**DATES:** 1979-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document the supervision of children in day care facilities.

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) 1990, specifies that releasing information from these records would be detrimental to the subject's mental health.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20854

1

**TITLE:** Child protection alert files

**DATES:** 1990-

**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. Logan Office

**SERIES:** 20855

3

**TITLE:** Child protective services investigation files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are investigations and findings of child abuse and neglect cases. 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. Logan Office  
**SERIES:** 20855  
**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. Logan Office

**SERIES:** 6906

3

**TITLE:** Client case files

**DATES:** 1979-1995.

**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), State Office of Social Services (OSS), 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 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 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy provided no litigation is pending.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 6906  
**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 Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 9860

3

**TITLE:** Confidential youth files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document the history of offenders in the State of Utah for youths over 10 and under 21 years of age who have been committed or admitted to the custody of the division by the court following adjudication for a delinquent act. Information includes discharge order; information sheet; consumer information sheet; request for discharge from parole; hearing notice; youth parolee's quarterly evaluations; psychological evaluations; Utah State Industrial School admission sheet; scholastic case records; and placement agreement. This record also includes court summons; mug shots; restitution work program; case report; verification of medical eligibility; application for financial, medical, and food stamps; primary person characteristics; service activity form; authorized needs approval/one time payment; correspondence; service activity form; supply list; birth certificate; parole documentation list; social security card; birth certificate; grievance procedure for parent; visiting arrangements; juvenile court review; and medical release summary.

**RETENTION:**

Retain for 28 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Youth offender case files, GRS-2520.

**AUTHORIZED:** 09-01-2005

**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 27 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 9860  
**TITLE:** Confidential youth files

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This disposition is based on the secondary historical value to researchers interested in juvenile offenders and Utah Administrative Code R542-2-2(e) ((1992), which specifies that these records be retained for a minimum of 21 years.

**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. Logan Office

**SERIES:** 10861

1

**TITLE:** Court ordered custody study records

**DATES:** 1981-1985.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These records document custody studies ordered by the court.

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) 1992, specifies that releasing information on these records would be detrimental to the subject's mental health.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20857

1

**TITLE:** Custody evaluation files

**DATES:** 1990-

**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. Logan Office

**SERIES:** 20849

1

**TITLE:** Denied substitute care applications

**DATES:** 1986-1995.

**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).

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. Logan Office

**SERIES:** 9865

1

**TITLE:** Developmentally disabled/mentally retarded case files

**DATES:** 1986-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**  
Handicapped services to disabled persons

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled UCA 63G-2-304(a) 1992, specifies that information released on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20850

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. Logan Office

**SERIES:** 20856

3

**TITLE:** Domestic violence shelter treatment records

**DATES:** 1990-

**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. Logan Office  
**SERIES:** 20856  
**TITLE:** Domestic violence shelter treatment records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63-3-303 (2008)

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10859

1

**TITLE:** Employment guidance records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document employment guidance.....

**RETENTION:**

Retain for 6 year(s)

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10858

1

**TITLE:** Family functioning counseling case files

**DATES:** 1984-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document handicapped services provided to persons with developmental and mental deficiencies. Information includes age, birthdate, family information, medical and dental information, psychiatric and psychological evaluations, intelligence quotient, and social security number.

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 62-3-303(a) 1990, specifies that release of information on these records would be detrimental to the subject's mental health.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 23048

3

**TITLE:** Family preservation case files

**DATES:** 1990-1995.

**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, and/or fiscal value(s).

**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. Logan Office

**SERIES:** 10856

3

**TITLE:** Family violence guidance case files

**DATES:** 1982-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document family violence guidance services provided by the Department of Human Service, Office of Social Services.

**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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled UCA 63G-2-304(a) 1992, specifies that release of information on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20858

3

**TITLE:** Foster parent provider eligibility files

**DATES:** 1990-

**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 Utah Administrative Code R501-12-16 (1993), which specifies record keeping requirements for foster parents.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 20858  
**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. Logan Office

**SERIES:** 10855

1

**TITLE:** Home management/homemaker services case files

**DATES:** 1982-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document homemangement and homemaker services provided by the Department of Human Services, Office of Social 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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20859

1

**TITLE:** In home services case files

**DATES:** 1990-1995.

**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. Logan Office

**SERIES:** 20860

1

**TITLE:** In home services with child abuse and neglect reports

**DATES:** 1990-1995.

**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:**

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. Logan Office

**SERIES:** 20862

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 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.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 20862  
**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. Logan Office

**SERIES:** 9863

1

**TITLE:** Protective adult services case files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document services offered to adults who are in need of protective assistance. The Division of 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 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. Logan Office

**SERIES:** 10852

1

**TITLE:** Protective adult services case files

**DATES:** 1981-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These file document services to adults in need of protective 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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled UCA 63G-2-304(a) 1992, specifies that information released on these records would be detrimental to subject's mental health.

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10851

1

**TITLE:** Protective child intervention case files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document services to clients needing protective intervention.

**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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) 1992, specifies that information released on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10853

1

**TITLE:** Protective finance arrangement case files

**DATES:** 1983-1987.

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These files document financial payments to clients for protective payee 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 4 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled UCA 63-3-303(a) 1992, specifies that information released on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10850

3

**TITLE:** Protective services counseling case files

**DATES:** 1983-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document services to clients that require protective services counseling.

**RETENTION:**

Retain for 100 year(s)

**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 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) 1992, specifies that releasing information on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10849

1

**TITLE:** Protective services supervision case files

**DATES:** 1981-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files documents services to clients receiving protective services supervision.

**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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) 1992, specifies that releasing information on these records would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10843

3

**TITLE:** Protective services video case files

**DATES:** 1986-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files and 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. The case files are used to support video interviews. These are related to Substantiated child abuse and neglect case files, 81728. UCA 62A-4-509 (1991), specifies that when either an oral or written report of alleged abuse or neglect is received, the Department of Human Services is obligated to conduct a thorough investigation. The investigation may include an inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, and his or her physical safety.

**RETENTION:**

Retain for 100 year(s)

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 97 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 10843  
**TITLE:** Protective services video case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(2)(a) 1992 specifies that releasing information to the subject of the records would be detrimental to the subjects mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 9864

1

**TITLE:** Protective youth services case files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document services offered to youths pending their placement in foster care. The Division of Family Services assists the court in placing children in foster care. Information includes family history, medical and dental information, physical description, social security number, 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 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. Logan Office

**SERIES:** 10848

1

**TITLE:** Protective youth services case files

**DATES:** 1981-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document temporary services for youths pending placement in foster care settings.

**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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) (2008), specifies that releasing information in this record would be detrimental to the individual's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20851

1

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

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

**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:**

Computer data files: 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 delete.

**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. Logan Office

**SERIES:** 10857

1

**TITLE:** Respite clientele financial files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document financial transactions of respite clientele.

**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 4 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 14862

3

**TITLE:** Substantiated child abuse and neglect case files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are files of reported damage or threatened damage to the physical or emotional health and welfare of children 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.

**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 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 98 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. Logan Office  
**SERIES:** 14862  
**TITLE:** Substantiated child abuse and neglect case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 9861

3

**TITLE:** Substitute care case files

**DATES:** 1980-1995.

**ARRANGEMENT:** Alphabetical by 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. Logan Office  
**SERIES:** 9861  
**TITLE:** Substitute care case files

(continued)

**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 09/2018.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 20848

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, 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. Logan Office  
**SERIES:** 20848  
**TITLE:** Substitute care subsidy files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10847

1

**TITLE:** Substitute care supervision files

**DATES:** 1979-1995.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These files document supervision by substitute care providers.

**RETENTION:**

Retain for 25 year(s)

**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 4 years and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Controlled

UCA 63G-2-304(a) (2008), specifies that releasing information in this record would be detrimental to the subject's mental health.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 23049

3

**TITLE:** Trust account records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document bank statements from client trust accounts and are used to manage financial and audit records. Information includes returned checks, financial statements, and bank transactions.

**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 Trust account records, GRS-2491.

**AUTHORIZED:** 03-01-1999

**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, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 9598

3

**TITLE:** Unsubstantiated child abuse and neglect case files

**DATES:** 1985-1995.

**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)

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office  
**SERIES:** 9598  
**TITLE:** Unsubstantiated child abuse and neglect case files

(continued)

**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. Logan Office

**SERIES:** 21840

3

**TITLE:** Welfare case samples

**DATES:** 1950-1970.

**ARRANGEMENT:** none

**DESCRIPTION:**

This series contains a sample of welfare case records prior to 1970 pulled from series 6906. Financial as well as social information is included from Cache and Rich counties.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Logan Office

**SERIES:** 10844

1

**TITLE:** Work incentive case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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)

**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 3 years 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 needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private