

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Clearfield Office (1845)  
1350 East 1450 South  
P.O. Box 143460  
Clearfield, UT 84015-3460  
801-776-7300

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

18541	Adoption applications denied
18540	Adoption case files
18542	Adoption home studies
18543	Adoption subsidy payment records
22157	Child and family services family case records
18544	Child protection alert files
24088	Child protective services investigation case files
18546	Custody evaluation files
18545	Domestic violence shelter treatment records
18547	Foster parent provider eligibility files
27251	Medical eligibility case files
18533	Protective services video records
18539	Public assistance case management information system reports
18529	Substitute care subsidy files
18537	Work incentive case files

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

**SERIES:** 18541

3

**TITLE:** Adoption applications denied

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by 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. Clearfield Office  
**SERIES:** 18541  
**TITLE:** Adoption applications denied

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 18540

3

**TITLE:** Adoption case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

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

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08-01-1995

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Clearfield Office  
**SERIES:** 18540  
**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

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

**SERIES:** 18542

3

**TITLE:** Adoption home studies

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

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

**RETENTION:**

Retain for 7 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 08-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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. Clearfield Office  
**SERIES:** 18542  
**TITLE:** Adoption home studies

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 18543

1

**TITLE:** Adoption subsidy payment records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by 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.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Clearfield Office  
**SERIES:** 18543  
**TITLE:** Adoption subsidy payment records

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 22157

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. Clearfield Office  
**SERIES:** 22157  
**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.  
Clearfield Office

**SERIES:** 18544

1

**TITLE:** Child protection alert files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**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.  
Clearfield Office

**SERIES:** 24088

3

**TITLE:** Child protective services investigation case files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain for 100 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04-01-2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Clearfield Office  
**SERIES:** 24088  
**TITLE:** Child protective services investigation case files

(continued)

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

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

**SERIES:** 18546

1

**TITLE:** Custody evaluation files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**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)

**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 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 the administrative needs expressed by the agency and 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.  
Clearfield Office

**SERIES:** 18545

3

**TITLE:** Domestic violence shelter treatment records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**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)

**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 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. Clearfield Office  
**SERIES:** 18545  
**TITLE:** Domestic violence shelter treatment records

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 18547

3

**TITLE:** Foster parent provider eligibility files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**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 5 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:** 12/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Clearfield Office  
**SERIES:** 18547  
**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.  
Clearfield Office

**SERIES:** 27251

1

**TITLE:** Medical eligibility case files

**DATES:** 1995-

**ARRANGEMENT:** Chronological thereunder alphabetical by client surname

**DESCRIPTION:**

These files document the client history of individuals who have applied for, are eligible for, or are receiving medical assistance through an interstate compact agreement. Files may include the following documents: Interstate Compact Agreement, verification of federal (Title IV-E) or state funded eligibility, Social Security number, birth certificate, insurance coverage, SSI/SSA verification, and annual Medicaid review and recertification forms. ICPC cases contain adoption subsidy agreements and adoption decrees. ICPC cases contain state custody court orders.

**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 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 UCA 63G-2-302(1)(a)(b)(f) (2008)

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

**SERIES:** 18533

3

**TITLE:** Protective services video records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder numerical by tape number

**DESCRIPTION:**

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

**RETENTION:**

Retain for 100 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04-01-2016

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office for 1 year after case 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. Clearfield Office  
**SERIES:** 18533  
**TITLE:** Protective services video records

(continued)

**PRIMARY DESIGNATION:**

Controlled

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

**SERIES:** 18539

1

**TITLE:** Public assistance case management information system reports

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname, thereunder chronological by year

**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:**

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.

Computer data files: Retain in Office for 5 years and then delete.

**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. Clearfield Office  
**SERIES:** 18539  
**TITLE:** Public assistance case management information system reports

(continued)

**PRIMARY DESIGNATION:**

Private



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

**SERIES:** 18529

3

**TITLE:** Substitute care subsidy files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname, thereunder chronological by year

**DESCRIPTION:**

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

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule  
Substitute care subsidy files, GRS-2462.

**AUTHORIZED:** 08-01-1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Clearfield Office  
**SERIES:** 18529  
**TITLE:** Substitute care subsidy files

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 18537

1

**TITLE:** Work incentive case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**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 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