

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Child and Family Services.
Clearfield Office (1845)
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Records Officer: _____

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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: 6903

3

TITLE: Client case files

DATES: 1979-1997.

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 1 year or until case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 6903
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.
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: 18530

1

TITLE: Denied substitute care applications

DATES: 1990-2016.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

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)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2016.

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

SERIES: 18531

1

TITLE: Developmentally disabled/mentally retarded case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

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 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

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

SERIES: 18532

1

TITLE: Developmentally disabled/mentally retarded guidance case files

DATES: 1990-1995.

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

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

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: 22527

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

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.
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: 10066

3

TITLE: Home energy assistance target case files

DATES: undated.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Temporary services for youths pending placement in foster care.

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

PRIMARY DESIGNATION:

Private

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

SERIES: 18538

1

TITLE: Home management/homemaker services case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document home management and homemaker services which provide assistance and support to families as primary care givers. This allows families to remain together and create a stable atmosphere for a cohesive family unit. Information includes family history, expenditures, employment history, living conditions, marital status, medical and dental information, and salary information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

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

SERIES: 18548

3

TITLE: In home services case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

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 were specifically approved by the State Records Committee.

APPROVED: 12/1996

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.

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: 18549

3

TITLE: In home services with child abuse and neglect reports

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

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 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 6 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.
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: 25116

3

TITLE: Personnel records

DATES: 1981-2003.

ARRANGEMENT: Alphabetical by employee last name

DESCRIPTION:

Complete work history of an individual while employed by the State. Refer to UCA 67-18-1 (1999), et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification (ADNT-2), corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification (ADNT-1). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation or retirement of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 25116
TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY DESIGNATION(S):

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

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

SERIES: 11773

1

TITLE: Protective adult services case files

DATES: 1980-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services offered to adults who are in need of protective assistance. The Division of Family Services intervention 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.
Clearfield Office

SERIES: 18534

1

TITLE: Protective child intervention case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document services provided to children needing protective intervention. Physicians, law enforcement officers, or persons in charge of medical facilities may intervene to retain custody of a child suspected of being abused or neglected for seventy-two hours without parental consent. Human Services must be immediately notified of this action. The department then may petition the courts for a protective order placing the child in a protective environment. Information includes family history, medical information, living conditions, physical description, and victim information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Controlled

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

SERIES: 18535

1

TITLE: Protective services counseling case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These files document services provided to clients requiring protective services counseling. Counselors provide services to victims of abuse and neglect who have been removed from the home after the issuance of a court order. Information includes family history, medical information, living conditions, physical description, and victim information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Controlled

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

SERIES: 18536

3

TITLE: Protective services supervision case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document services provided to clients needing protective supervision. They are ordered to participate in programs to prevent abuse and neglect and are supervised and evaluated by the Division of Child and Family Services. Information includes family history, expenditures, living conditions, physical description, and victim information.

RETENTION:

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 administrative needs expressed by the agency.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 18536
TITLE: Protective services supervision case files

(continued)

PRIMARY DESIGNATION:

Controlled

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: 4289

1

TITLE: Protective youth services investigation case files

DATES: 1980-1995.

ARRANGEMENT: Alphabetical by last name

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63-3-303 (2008)

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: 14593

3

TITLE: Substantiated child abuse and neglect case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

This record series is a case file of reported damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of a report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from Abuse and Neglect Report 741 is put into the Central Register (which is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Report (Form 741), a narration for services, a listing of the type of services, a rehabilitative treatment plan, and all other data collected as a result of an investigation.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 14593
TITLE: Substantiated child abuse and neglect case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This series has been identified as a vital record .
Confidentiality of these records is required by UC 78-3b-13. The information contained in the Central Register is required by UC 78-3b-12. The information stored on magnetic tape must be transferred to any other proceeding data system used by the department at that time in order to have access to the records. The department must take the responsibility for transferring, storing, and maintaining these magnetic records. Paper records which were created prior to the existence of the Central Register must be maintained for the 30 year retention period. Due to the status of these records, the magnetic tapes should be retained in a proper storage facility and not on the direct premises.

PRIMARY DESIGNATION:

Controlled

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

SERIES: 18078

3

TITLE: Substitute care case files

DATES: 1965-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document care and services provided to a child under the age of 18 who has experienced severe emotional disturbances, physical disability, and social maladjustment and who has been in substitute care placement. The Department of Human 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. Included are psychosocial evaluations, 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. Clearfield Office
SERIES: 18078
TITLE: Substitute care case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on UCA 17-12-36 (1918), which specifies that legal action commences after the child has reached the age of majority. Retaining the records for 25 years ensures that they will meet both the Juvenile Court Act and state statutes.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. 45 CFR 471(d)(8) (1989), and UCA 63-85.4(4) (1989).

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: 18528

1

TITLE: Substitute care supervision case files

DATES: 1990-1995.

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

DESCRIPTION:

These are records of services provided for the supervision of substitute care cases. The Division of Child and Family Services monitors substitute care providers to ensure the safety of children placed in foster care homes. Information includes name, family, and job information, marital status, address, and salary information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

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

SERIES: 6558

3

TITLE: Unfounded protective services investigation case files

DATES: 1988-1995.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These records are created by case workers as a source of information in conducting alleged child abuse and neglect investigations. These investigations are initiated when a referral or complaint from the public, family, or state agency is reported to Human Services. The investigations affect both the child and family under investigation. They are unfounded when the investigation shows that the evidence does not support the allegations and therefore no protective need is found. Information contained in the investigations are written on forms 741, Child Abuse/Neglect Report; 826, Investigation Summary; 828, Worker Activity and Contacts; and 829, Risk Assessment Worksheet For Child Protective Services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). UCA 62A-4-509 outlines the procedures for conducting investigations into alleged child abuse and neglect cases.

PRIMARY DESIGNATION:

Controlled 45 CFR 1990 specifies that all projects and programs under the Child Abuse Prevention and Treatment Act are to be classified as controlled.

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

SERIES: 14594

3

TITLE: Unsubstantiated child abuse and neglect case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

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 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 14594
TITLE: Unsubstantiated child abuse and neglect case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
The personal identifying information must be deleted from the Central Register on an unsubstantiated report for a period not to exceed 30 days. This is required by UC 78-3b-12 (3b). The paper copy of this record must be kept for 2 years from the date of the report for monitoring purposes. This retention of the paper copy is at the request of the agency. The remaining information contained in the Central Register is used for statistical reports.

PRIMARY DESIGNATION:

Controlled

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

SERIES: 6322

3

TITLE: Unsubstantiated child abuse investigations

DATES: 1980-1995.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records are created by child protective services case workers who are required to investigate reported cases of child abuse. Information includes cases that are found to be unsubstantiated after a thorough investigation by case workers and individual police departments. For each report of child abuse received by the Department of Human Services, an inquiry is instigated as if the report was an actual case of child abuse. Police are called in to make a report and their information is supported by the case worker. A determination is then made as to whether or not to prosecute the case. This series represents cases found to be unsubstantiated and therefore requiring no action. Information includes family histories, police reports, case worker's assessment reports, investigative summaries, worker activity and contracts reports, and risk assessment worksheets for Child Protective Services.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Clearfield Office
SERIES: 6322
TITLE: Unsubstantiated child abuse investigations

(continued)

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

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

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

SERIES: 14595

1

TITLE: Youth services case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

these files document services offered to youths pending their placement in foster care. The Division of Child and 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).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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