

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Sandy Office and Salt Lake Valley Region  
10008 South Creek Run Way  
Sandy, UT 84070  
801-468-0214

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

19780	Cottonwood office adoption applications denied
19781	Cottonwood office adoption home studies
19782	Cottonwood office adoption subsidy payment records
19783	Cottonwood office child protection alert files
19787	Cottonwood office custody evaluation files
19786	Cottonwood office domestic violence shelter treatment record
19788	Cottonwood office foster parent provider eligibility files
19793	Cottonwood office interstate compact placement home studies
19769	Cottonwood office work incentive case files
27195	Medical eligibility case files
24097	Metro Child and Family Services family case records
27714	Metro neighborhood adoption case files
24083	Murray Fashion Place child and family services family case r
19778	Murray Fashion Place office adoption case files
27360	Riverton Southtowne adoption case files
27359	Riverton-Southtowne family case files
06037	Sexual abuse assessment case files

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19780

3

**TITLE:** Cottonwood office adoption applications denied

**DATES:** 1970-

**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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19780

**TITLE:** Cottonwood office 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19781

3

**TITLE:** Cottonwood office adoption home studies

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by client 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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19781

**TITLE:** Cottonwood office adoption home studies

(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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19782

1

**TITLE:** Cottonwood office adoption subsidy payment records

**DATES:** 1970-

**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, and/or fiscal 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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19782

**TITLE:** Cottonwood office 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19783

1

**TITLE:** Cottonwood office child protection alert files

**DATES:** 1985-

**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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19787

1

**TITLE:** Cottonwood office custody evaluation files

**DATES:** 1985-

**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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19786

3

**TITLE:** Cottonwood office domestic violence shelter treatment records

**DATES:** 1985-

**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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19786

**TITLE:** Cottonwood office domestic violence shelter treatment 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19788

3

**TITLE:** Cottonwood office foster parent provider eligibility files

**DATES:** 1985-

**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 the administrative needs expressed by the agency.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region

**SERIES:** 19788

**TITLE:** Cottonwood office 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19793

3

**TITLE:** Cottonwood office 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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19793

**TITLE:** Cottonwood office 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19769

1

**TITLE:** Cottonwood office work incentive case files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**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) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 27195

3

**TITLE:** Medical eligibility case files

**DATES:** 1995-

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

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**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 is closed 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 24097

3

**TITLE:** Metro Child and Family Services family case records

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families by the Glendale Neighborhood team. 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 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. Sandy Office and Salt Lake Valley Region  
**SERIES:** 24097  
**TITLE:** Metro Child and Family Services family case records

(continued)

**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 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 06/2020.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 27714

3

**TITLE:** Metro neighborhood adoption case files

**DATES:** 2009-

**ARRANGEMENT:** Alphabetical by adoptive parent surname

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files 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 100 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 1 year and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records are maintained according to the Juvenile Court Act.  
Retention is comparable to Wisconsin RLIN record WIHV86-A1641.  
Utah Administrative Code R817-3-8 (2003) specifies a permanent retention.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region

**SERIES:** 27714

**TITLE:** Metro neighborhood adoption case files

(continued)

**PRIMARY DESIGNATION:**

Exempt

UCA 78B-6-141: A petition for adoption and any other documents filed in connection with the petition are sealed. This statute specifies conditions under which records may be inspected.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 24083

3

**TITLE:** Murray Fashion Place child and family services family case records

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families by the Murray Neighborhood team. 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 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. Sandy Office and Salt Lake Valley Region  
**SERIES:** 24083  
**TITLE:** Murray Fashion Place child and family services family case records

(continued)

**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 49 years and then destroy.

**APPRAISAL:**

These records have administrative, 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 06/2020.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 19778

3

**TITLE:** Murray Fashion Place office adoption case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files 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 1 year and then transfer to State Records Center. Retain in State Records Center for 24 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. Sandy Office and Salt Lake Valley Region

**SERIES:** 19778

**TITLE:** Murray Fashion Place office adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 27360

3

**TITLE:** Riverton Southtowne adoption case files

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files 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 1 year and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records are used to establish legal parental and adoptive parent and child status.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region

**SERIES:** 27360

**TITLE:** Riverton Southtowne adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

This disposition is based on the Juvenile Court Act. 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. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 27359

3

**TITLE:** Riverton-Southtowne family case files

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families by the Riverton Neighborhood team. 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 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)

**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. Sandy Office and Salt Lake Valley Region  
**SERIES:** 27359  
**TITLE:** Riverton-Southtowne family case files

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Sandy Office and Salt Lake Valley Region Administration

**SERIES:** 6037

3

**TITLE:** Sexual abuse assessment case files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by form number, thereunder alphabetical by victim surname

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**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) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

Video recordings master: 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. Sandy Office and Salt Lake Valley Region

**SERIES:** 6037

**TITLE:** Sexual abuse assessment case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Controlled      UCA 62A-4-13 (1991), specifies all reports and information concerning child sexual abuse shall be confidential.