

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Heber City Office (1854)  
69 North 600 West  
Heber City, UT 84032-1648  
435-657-4200

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

25545	Adoption case files
23750	Child Protective Services investigation case files
22174	Child and family services family case records
06974	*Client case files

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

**SERIES:** 25545

3

**TITLE:** Adoption case files

**DATES:** [ca. 1996]-

**ARRANGEMENT:** Alphabetical by client last name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**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 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, historical, and/or legal value(s).

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

**SERIES:** 25545

**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

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

**SERIES:** 22174

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. Heber City Office  
**SERIES:** 22174  
**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 06/2020.

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

**SERIES:** 23750

3

**TITLE:** Child Protective Services investigation case files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain for 100 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 04-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 23750

**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. Heber City Office

**SERIES:** 6974

3

**TITLE:** Client case files

**DATES:** 1976-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), State Office of Social Services (OSS), Aging and Adult Services (DAAS), and/or local discretionary funds. Two regions also carry programs for the Division of Mental Health (DMH), and the Division of Alcoholism and Drugs (DAD).

The following record series are not included: adoptions (including interstate compact adoptions), foster care and interstate foster care files, substantiated and unsubstantiated child abuse/neglect files, the central register, ombudsman case files (elderly abuse), adult abuse case files, adult abuse central register, licensing files, all Training School and State Hospital Files.

Client case files include but are not limited to the following types of eligibility and determination forms: Application for Financial, and Medical; Application for Social Services; Request for Expended Services (obsolete 11-87); Notice of Decision (income report); Certification of Handicapping Condition; Client Admission/Level of Care Determination; Child Abuse/Neglect Report; and Adult Protection/Spouse Abuse Report. Information includes name, birth certificates, social security number, car registrations and titles, court documents, medical reports, certification of tribal membership, lien agreements, guardianship orders, activity logs, surveys, progress notes, and permanency and individual service plans.

**RETENTION:**

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.



**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Heber City Office  
**SERIES:** 6974  
**TITLE:** Client case files

(continued)

**AUTHORIZED:** 05-29-2018

**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 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