

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Cedar City Office & Southwest Region  
106 North 100 East  
Cedar City, UT 84720

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

09571	Adoption case files
25152	Child Protective Services investigation audio and video reco
22175	Child and family Services family case records
18742	Child protective services investigation case files
27200	Medical eligibility case files

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region Administration

**SERIES:** 9571

3

**TITLE:** Adoption case files

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 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 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on UCA 70-30-15 (1992), which specifies that the petition, written report, and other records concerning adoptions be sealed. "Those items are not open to inspection or copying except upon order of the court expressly permitting inspection or copying, after good cause has been shown." Utah

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region

**SERIES:** 9571

**TITLE:** Adoption case files

(continued)

Administrative Code, R817-3-8 (1989), specifies that adoptions be retained permanently. This retention is also comparable to Wisconsin RLIN record WIHV86-A1641.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled.          Psychiatric and psychological information.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region Administration

**SERIES:** 22175

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. After 2009, domestic violence records are included in family case files. Previously they were kept in a separate series #18404.

**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 Family case records, GRS-2492.

**AUTHORIZED:** 06-27-2024

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region  
**SERIES:** 22175  
**TITLE:** 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 99 years and then destroy.

Computer data files: Retain in Office for 100 years after case is closed and then delete.

**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. Cedar City Office & Southwest Region Administration

**SERIES:** 25152

3

**TITLE:** Child Protective Services investigation audio and video records

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 4.70 cubic feet.

**DESCRIPTION:**

These audio and video tapes are created by contracted providers to document child abuse evaluations for use in litigation and court proceedings. They are also used in the procedure of diagnosing and suggesting treatment for those victims of sexual and other forms of abuse. They contain interviews with children eighteen and under who are alleged victims of abuse. These are related to the Child Protective Services investigation case files (see record series 18742). UCA 62A-4-509 (2002) 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 inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, a detailed description of the abuse and an assessment of the child's physical safety.

**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:**

Audio cassettes: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 97 years and then destroy.

Video recordings master: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 97 years and then destroy.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region

**SERIES:** 25152

**TITLE:** Child Protective Services investigation audio and video records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region Administration

**SERIES:** 18742

3

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

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by client surname

**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 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. Cedar City Office & Southwest Region

**SERIES:** 18742

**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. Cedar City Office & Southwest Region Administration

**SERIES:** 27200

3

**TITLE:** Medical eligibility case files

**DATES:** 1995-

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

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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)

**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)