

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Cedar City Office (1863)
106 North 100 East
Cedar City, UT 84720

Records Officer: _____

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

SERIES: 18738

3

TITLE: Adoption applications denied

DATES: 1990-2009.

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 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.

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. 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: 18739

3

TITLE: Adoption home studies

DATES: 1990-2009.

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 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:

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. Cedar City Office & Southwest Region Administration

SERIES: 18740

3

TITLE: Adoption subsidy payment records

DATES: 1990-2009.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption subsidy records, GRS-2480.

AUTHORIZED: 02-01-2009

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

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

SERIES: 18740

TITLE: Adoption subsidy payment records

(continued)

SECONDARY DESIGNATION(S):

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

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: 18486

3

TITLE: Child at risk case files

DATES: 1994-1995.

ARRANGEMENT: Chronological by year case closes, thereunder alphabetical by client surname
DESCRIPTION:

These files document information collected and used to assist children at risk of abuse or neglect or delinquency. Information includes agency visits, activities, and case officer efforts to assist both children and parents develop skills to eliminate potential abusive situations. These files contain payment documents, case notes, activity logs, and correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

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 provided no pending action or litigation.

APPRAISAL:

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

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. 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: 18741

1

TITLE: Child protection alert files

DATES: 1990-2009.

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 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 administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public

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: 6970

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), 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)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

AUTHORIZED: 08-28-2024

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

SERIES: 6970

TITLE: Client case files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 50 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

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

SERIES: 9576

3

TITLE: Court ordered protective service case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document protective services that are ordered by the court in potential abuse cases. The Department of Human Services, Office of Family Services, is responsible for intervening in child abuse situations when ordered by the courts. The agency assists the Attorney General's office in gathering evidence for possible criminal penalties against perpetrators. Information includes case notes, court documents, and evaluations.

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 is closed 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).

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: 9576

TITLE: Court ordered protective service 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. Cedar City Office & Southwest Region Administration

SERIES: 18744

1

TITLE: Custody evaluation files

DATES: 1990-2009.

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 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 Federal Title XIX guidelines and 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. Cedar City Office & Southwest Region Administration

SERIES: 18724

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 denial 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 63-3-303 (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. Cedar City Office & Southwest Region Administration

SERIES: 18726

1

TITLE: Developmentally disabled mentally retarded case files

DATES: 1960-1995.

ARRANGEMENT: Alphabetical by surname

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 after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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. Cedar City Office & Southwest Region Administration

SERIES: 18727

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 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. Cedar City Office & Southwest Region Administration

SERIES: 9574

3

TITLE: Family preservation case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by 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 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 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. Cedar City Office & Southwest Region Administration

SERIES: 18745

3

TITLE: Foster parent provider eligibility files

DATES: 1985-2009.

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 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 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)
Public.	UCA 63G-2-103 (2008)

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

SERIES: 18733

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 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. Cedar City Office & Southwest Region Administration

SERIES: 18746

1

TITLE: In home services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

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 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 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. Cedar City Office & Southwest Region Administration

SERIES: 18747

1

TITLE: In home services with child abuse and neglect reports

DATES: 1960-1995.

ARRANGEMENT: Alphabetical by surname

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 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 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. 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)

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

SERIES: 21922

3

TITLE: Personnel files

DATES: 1970-2003.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, 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. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health 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: 01-26-2023

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on 1997 Utah General Schedule, Schedule tem 2.

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

SERIES: 21922

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

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

SERIES: 18729

1

TITLE: Protective adult services case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These file document services to adults in need of protective assistance. The Division of Child and Family Services intervenes on 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 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)

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

SERIES: 18730

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. Cedar City Office & Southwest Region Administration

SERIES: 18728

1

TITLE: Protective services audio and video records

DATES: 1990-1995.

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 AND DISPOSITION AUTHORIZATION:

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

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 14 years and then destroy.

Audio cassettes: 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:

Controlled

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

SERIES: 9573

1

TITLE: Protective services counseling case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by surname

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 after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending action or litigation.

APPRAISAL:

These records have administrative value(s).
Case files have administrative value while active.

PRIMARY DESIGNATION:

Controlled

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

SERIES: 18731

1

TITLE: Protective services supervision case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by surname

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 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. Cedar City Office & Southwest Region Administration

SERIES: 9577

1

TITLE: Protective youth services case files

DATES: 1989-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document services offered to youths by the Department of Human Services, Office of Family Services, pending their placement in foster care. UCA 78-3a-2 (1990), specifies that any person, official, or institution may petition the juvenile court for a protective order to prevent the abuse of a child. After the petition is filed, the court shall appoint a guardian to represent the child and to serve the best interest of the child (UCA 78-3a-20.5 (1992)). The Office of Family Services assists the court in placing the child in foster care.

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. Cedar City Office & Southwest Region Administration

SERIES: 18589

3

TITLE: Provider files

DATES: 1990-2009.

ARRANGEMENT: Alphabetical by client surname, thereunder chronological

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider files, GRS-2577.

AUTHORIZED: 06-12-2019

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. Cedar City Office & Southwest Region Administration

SERIES: 18735

1

TITLE: Public assistance case management information system reports

DATES: 1990-2009.

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 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:

Private

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

SERIES: 15199

3

TITLE: Sexual abuse assessment case files

DATES: 1990-1995.

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

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:

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 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. Cedar City Office & Southwest Region

SERIES: 15199

TITLE: Sexual abuse assessment case files

(continued)

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. Cedar City Office & Southwest Region Administration

SERIES: 13689

1

TITLE: Sexual abuse counseling files

DATES: 1977-1995.

ARRANGEMENT: Alphabetical by client surname

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 (series 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 30 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 29 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: 13689

TITLE: Sexual abuse counseling files

(continued)

PRIMARY DESIGNATION:

Controlled

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

SERIES: 9597

1

TITLE: Substantiated child abuse and neglect case files

DATES: 1985-1995.

ARRANGEMENT: None

DESCRIPTION:

These are files 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.

RETENTION:

Retain for 30 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 29 years and then destroy.

APPRAISAL:

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

This disposition is based on UCA 78-3c-3 (1992), which specifies that data in these records are restricted in order to enhance and promote the recovery of victims involved in abuse and neglect cases.

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

SERIES: 9597

TITLE: Substantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

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

SERIES: 9599

3

TITLE: Substitute care case files

DATES: 1965-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

This is a record of care and services provided to a child under the age of 18 who has experienced severe emotional disturbances, physical disability, and/or social maladjustment and who has been in substitute care placement. The Department of Social 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.

This series includes a psychosocial evaluation, 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)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

AUTHORIZED: 08-28-2024

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Cedar City Office & Southwest Region
SERIES: 9599
TITLE: Substitute care case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on the needs expressed by the agency.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric and psychological information.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

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

SERIES: 18723

3

TITLE: Substitute care subsidy files

DATES: 1990-1995.

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 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.

PRIMARY DESIGNATION:

Private

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

SERIES: 18722

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. Cedar City Office & Southwest Region Administration

SERIES: 10523

3

TITLE: Unsubstantiated child abuse and neglect case files

DATES: 1988-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document reports 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 report (Form 741) is input into the agency's automated data system (Central Register) (UCA 73-3e-12 (1986).

RETENTION:

Retain for 23 year(s)

DISPOSITION:

Destroy.

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 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).

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

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

SERIES: 10523

TITLE: Unsubstantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2017.

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

SERIES: 9575

1

TITLE: Voluntary protective services counseling case files

DATES: 1988-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document voluntary counseling programs provided by the Department of Human Services, Office of Family Services. These programs are offered to parents and guardians in order to prevent child abuse and neglect. Information includes case notes, court documents, and evaluations.

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 2 years 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. Cedar City Office & Southwest Region Administration

SERIES: 18732

1

TITLE: Work incentive case files

DATES: 1990-2009.

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 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