

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Tropic Office (1868)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4171

Records Officer: _____

07077	*Client case files
18743	*Domestic violence records
18402	*Provider files
15198	*Sexual abuse assessment case files
10028	*Substantiated child abuse and neglect case files
10029	*Unsubstantiated child abuse and neglect case files

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

SERIES: 7077

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 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 after case is closed and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy provided no litigation is pending.

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

SERIES: 7077

TITLE: Client case files

(continued)

APPRAISAL:

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

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be retained for a minimum of five years.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric an psychological information

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

SERIES: 18743

3

TITLE: Domestic violence records

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname, thereunder, chronological

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 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:

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 Human Services. Division of Child and Family Services. Tropic Office

SERIES: 18402

3

TITLE: Provider files

DATES: 1990-1995.

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 provided no pending action or litigation.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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

SERIES: 15198

1

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 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.

Sound recordings: 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 erase.

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 15198

TITLE: Sexual abuse assessment case files

(continued)

PRIMARY DESIGNATION:

Controlled

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

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

SERIES: 10028

1

TITLE: Substantiated child abuse and neglect case files

DATES: 1982-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document reports of actual or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse which 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. UCA 78-36-12 (1989), specifies that information from the Abuse and Neglect Report 741 be input into an automated Central Register. Included are Child Abuse/Neglect Reports (Form 741), narration for services, listings of the type of services, rehabilitative treatment plans, and all other data collected as a result of investigations.

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, fiscal, and/or legal 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 Human Services. Division of Child and Family Services. Tropic Office

SERIES: 10028

TITLE: Substantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled

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

SERIES: 10029

3

TITLE: Unsubstantiated child abuse and neglect case files

DATES: 1990-1995.

ARRANGEMENT: None

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

These are 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.

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, fiscal, and/or legal value(s).

This disposition is based on the administrative needs expressed by the agency and UCA 73-3c-3 (1978), which specifies that information is to be restricted in order to protect the parties involved in these actions.

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

SERIES: 10029

TITLE: Unsubstantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled