

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Hanksville
Office (1870)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4171

Records Officer: _____

06981 *Client case files
09995 *Substantiated child abuse and neglect case files

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

SERIES: 6981

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: 05-29-2018

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. Hanksville Office

SERIES: 6981

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 maintained for a minimum of five years.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric and psychological information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

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

SERIES: 9995

1

TITLE: Substantiated child abuse and neglect case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

This record series is a case file 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. Information from Abuse and Neglect Report 741 is put into the Central Register (which is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Report (Form 741), a narration for services, a listing of the type of services, a rehabilitative treatment plan, and all other data collected as a result of an investigation.

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. Hanksville Office

SERIES: 9995

TITLE: Substantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.