

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services.
Montezuma Creek Office (1879)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4171

Records Officer: _____

06959	*Client case files
19589	*In home services case files
10854	*Mentally retarded/developmentally disabled guidance case fil
10845	*Substitute care case files

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

SERIES: 6959

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. Montezuma Creek Office
SERIES: 6959
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 and psychological information

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

SERIES: 19589

1

TITLE: In home services case files

DATES: 1980-1995.

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 Human Services. Division of Child and Family Services. Montezuma Creek Office

SERIES: 10854

1

TITLE: Mentally retarded/developmentally disabled guidance case files

DATES: 1986-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document mentally retarded/developmentally disabled guidance services provided by the Department of Human Services, Office of Social Services.

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 4 years 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 needs expressed by the agency.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304(a) 1992, specifies that release of information from these records would be detrimental to the subject's mental health.

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

SERIES: 10845

3

TITLE: Substitute care case files

DATES: 1983-1995.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document care and services provided to a child under the age of 18 who has experienced severe emotional disturbances, physical disability, and social maladjustment and who has been in substitute care placement. The Department of Human 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. Included are psychosocial evaluations, 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) 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.

AUTHORIZED: 08-28-2024

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 46 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services. Montezuma Creek Office
SERIES: 10845
TITLE: Substitute care case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on UCA 17-12-36 (1918), which specifies that legal action commences after the child has reached the age of majority. Retaining records for 25 years ensures that they will meet both the Juvenile Court Act and state statutes.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychiatric and psychological information