

Retention and Classification Report

Agency: Department of Human Services. Office of Family Support. Randolph Office (1882)

195 North 1950 West
Salt Lake City, UT 84116
801-538-4100

Records Officer: _____

07209 *Home energy assistance target program files

AGENCY: Department of Human Services. Office of Family Support. Randolph Office

SERIES: 7209

3

TITLE: Home energy assistance target program files

DATES: 1981-1997.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, and now The Dept of Workforce Services gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families that have special medical expenses; and fourth, families that have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, and salary and employment information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

AUTHORIZED: 06-12-2019

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, and/or fiscal value(s).
This disposition is based on the needs expressed by the agency.
This retention covers the time frame for conducting audits.

AGENCY: Department of Human Services. Office of Family Support. Randolph Office

SERIES: 7209

TITLE: Home energy assistance target program files

(continued)

PRIMARY DESIGNATION:

Private