

Retention and Classification Report

Agency: Department of Human Services. Office of Family Support. Bountiful Office (1883)

470 East Medical Drive
Bountiful, UT 84010

Records Officer: _____

07180 *Home energy assistance target program files

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

SERIES: 7180

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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 gathered information from clients in order to verify and determine eligibility for home energy assistance. That service is now provided by the Dept. of Workforce Services. 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.

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(continued)

PRIMARY DESIGNATION:

Private