

Retention and Classification Report

Agency: Department of Workforce Services. Clearfield East Employment Center (1884)

1290 East 1450 South
Clearfield, UT 84015

Records Officer: _____

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AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18553

3

TITLE: Check issuance case files

DATES: 1990-2019.

ARRANGEMENT: Numerical by check number.

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18550

3

TITLE: Client case files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now The Dept. of Workforce Services.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18550

TITLE: Client case files

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 13035

3

TITLE: Day care case files with child abuse and neglect reports

DATES: 1960-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18551

3

TITLE: Day care center licensing files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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 7 years and then destroy.

Microfilm master: Retain in Archives for 8 years and then destroy.

Microfilm duplicate: Retain in Archives for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18551

TITLE: Day care center licensing files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18552

3

TITLE: Family day care licensing files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, now The Dept. of Workforce Services.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18552

TITLE: Family day care licensing files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Utah Code 62-2-303 (1995)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18554

3

TITLE: Food stamp case files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain for 2 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1996

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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the Food Stamp Intergovernmental Records Schedule (1995) which specifies these records should be retained for 2 years.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 7185

3

TITLE: Home energy assistance target program files

DATES: 1981-2019.

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:

Retain for 5 year(s)

DISPOSITION:

Destroy.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 7185

TITLE: Home energy assistance target program files

(continued)

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 22586

3

TITLE: Job Training and Partnership Act client files

DATES: 1997-2019.

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These files document participation in the Job Training and Partnership program. The information is collected to determine the eligibility of each applicant. Files may contain: educational and training records; copy of the applicant's birth certificate; copy of the applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until case is closed 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).

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 22586

TITLE: Job Training and Partnership Act client files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (1)(a) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18557

3

TITLE: Medical cards

DATES: 1990-2019.

ARRANGEMENT: Numerical by card number.

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, now The Dept. of Workforce Services.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18556

3

TITLE: Medical excess payment records

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintais the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, now The Dept. of Workforce Services. is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the ageny for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18556

TITLE: Medical excess payment records

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 14045

1

TITLE: PACMIS records

DATES: 1990.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These reports document pacmis data records of clients receiving services from the Department of Human Services. They are computer printouts of individual clients.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

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 and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18555

3

TITLE: Prescription drug claims

DATES: 1990-2019.

ARRANGEMENT: Numerical by claim number.

DESCRIPTION:

These are prescription drug claims from clients receiving assistance initially through the Office of Family Support, and now The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by the federal government and State of Utah.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18555

TITLE: Prescription drug claims

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 17577

3

TITLE: Provider billing records

DATES: 1990-2019.

ARRANGEMENT: Chronological by month, thereunder numerical by billing number.

DESCRIPTION:

These are billings issued to day care providers for services initially provided to the Office of Family Support, and now provided by The Dept. of Workforce Services.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider billing files, GRS-2578.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

These are billings issued to day care providers for services initially provided to the Office of Family Support, and now provided by The Dept. of Workforce Services.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 17577

TITLE: Provider billing records

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18477

3

TITLE: Provider files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These fiels document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

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 or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 14592

3

TITLE: Self sufficiency files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Dept. of Workforce Services. They also document the self sufficiency and income eligible child care programs.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Self sufficiency/child care eligibility case files, GRS-2572.

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.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 14592

TITLE: Self sufficiency files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18560

3

TITLE: Single parent employment program files

DATES: 1992-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These files document a demonstration program initiated originally by the Office of Family Support, now The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain for 6 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18560

TITLE: Single parent employment program files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 62-3-303 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 19205

3

TITLE: Terminated personnel files

DATES: 1990-2008.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 60 years and then destroy.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 19205

TITLE: Terminated personnel files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1) (b) (1995)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18559

3

TITLE: Transmittal records

DATES: 1990-2019.

ARRANGEMENT: Numerical by transmittal number.

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy provided all audits have been completed.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18559

TITLE: Transmittal records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18558

3

TITLE: Voided medical cards

DATES: 1990-2019.

ARRANGEMENT: Numerical by card number.

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, now The Dept. of Workforce Services. When overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1996

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.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Clearfield Employment Center

SERIES: 18558

TITLE: Voided medical cards

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.