

## Retention and Classification Report

**Agency:** Department of Human Services. Office of Family Support. Garden City Office  
(1885)  
Municipal Building  
Garden City, UT 84028

**Records Officer:** \_\_\_\_\_

06904    \*Client case files  
07205    \*Home energy assistance target program files

**AGENCY:** Department of Human Services. Office of Family Support. Garden City Office

**SERIES:** 6904

3

**TITLE:** Client case files

**DATES:** 1986-1997.

**ARRANGEMENT:** None

**DESCRIPTION:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Office of Family Support. Garden City Office

**SERIES:** 7205

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. The Department of Human Services, Office of Family Support, 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. Garden City Office

**SERIES:** 7205

**TITLE:** Home energy assistance target program files

(continued)

**PRIMARY DESIGNATION:**

Private