

Retention and Classification Report

Agency: Department of Workforce Services. Tooele Employment Center (1890)

305 North Main Street
Tooele, UT 84074
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Records Officer: _____

19983	*Client case files
10516	*Day care center licensing files
07140	*Home energy assistance target program files
10092	*Self-sufficiency/child care eligibility case files

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 19983

3

TITLE: Client case files

DATES: 1992-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS) and now provided by 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 is authorized by Archives general schedule Client case files, GRS-2568.

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, fiscal, and/or legal value(s).
These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

PRIMARY DESIGNATION:

Private UCA 63G-2-202 (2008)

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 19983

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 07/2019.

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10516

3

TITLE: Day care center licensing files

DATES: 1970-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

This is the record of the licensing and inspecting 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. This license is required under UCA 55-9-1. These files include copies of the articles of incorporation; copies of information pamphlets and booklets issued by the centers; copy of building plans and zoning approvals; program summary; requests to fire marshall, nutritional specialist, and nurse to check facility; inspection reports; application for license to inspect day care center; notice of approval of license; drafts of Title VI compliance reviews; evaluation reports by local health departments; copy of menus; notice of expiration of license; curriculum schedule; inventory of equipment; provider file addition form; information on employee working in day care center; group day care enrollment; information on day care center and staff report; complaint letters; standard out of compliance report; and complaint investigation report. Personal information includes age, appearance, assets and debts, birthplace, brothers and sisters, current and past addresses, date of birth, educational level, employer, employment history, ethnic group, income, job position information (grade/step, etc.), marital status, membership in groups, name, name of kin, national origin, number of children, occupation, occupational licenses, physical disabilities, race, references, religious preference, salary, sex, signature, social security number, telephone number.

RETENTION:

Retain for 8 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Day care center licensing files, GRS-2570.

AUTHORIZED: 06-12-2019

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10516

TITLE: Day care center licensing files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years after center has closed and then destroy.

APPRAISAL:

These records have administrative value(s).

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. Tooele Employment Center

SERIES: 7140

3

TITLE: Home energy assistance target program files

DATES: 1981-2019.

ARRANGEMENT: None.

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

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.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance.

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 7140

TITLE: Home energy assistance target program files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10092

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1981-2019.

ARRANGEMENT: None.

DESCRIPTION:

These files are created and used to document the monitoring of initially Family Support, now Dept. of Work Force Services, client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by the department against clients, documentation on target populations, and support services offered to clients.

RETENTION:

Retain for 5 year(s)

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

AGENCY: Department of Workforce Services. Tooele Employment Center

SERIES: 10092

TITLE: Self-sufficiency/child care eligibility case files

(continued)

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.

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.

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.