

Retention and Classification Report

Agency: Department of Human Services. Office of Family Support. Wendover Office (1894)

, UT

Records Officer: _____

12658	*Check issuance case files
12657	*Food stamp case files
07164	*Home energy assistance target program files
12659	*Medical cards

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

SERIES: 12658

3

TITLE: Check issuance case files

DATES: 1990-1997.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Check issuance case files, GRS-2573.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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

SERIES: 12657

3

TITLE: Food stamp case files

DATES: 1990-1997.

ARRANGEMENT: Alphabetical by surname

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Food stamp case files, GRS-2574.

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 value(s).

PRIMARY DESIGNATION:

Private

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

SERIES: 7164

3

TITLE: Home energy assistance target program files

DATES: 1990-1997.

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 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 5 years and then destroy.

PRIMARY DESIGNATION:

Private

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

SERIES: 12659

3

TITLE: Medical cards

DATES: 1990-1997.

ARRANGEMENT: Numerical by card number

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical cards, GRS-2579.

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 value(s).

PRIMARY DESIGNATION:

Private