

Retention and Classification Report

Agency: Department of Workforce Services. Provo South Employment Center (1895)

1550 North 200 West
Provo, UT 84604
(801)374-7740

Records Officer: _____

18585	*Check issuance case files
10548	*Check register files
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19089	*Day care case files
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AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18585

3

TITLE: Check issuance case files

DATES: 1990-2003.

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 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 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 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 10548

3

TITLE: Check register files

DATES: 1970-2003.

ARRANGEMENT: Numerical by check number

DESCRIPTION:

This is a register of all checks that have been issued by Social Services Finance bureau for child support, cashouts, recoveries, benefit select, energy assistance, and other welfare related programs. This series is used for verification of issuance and for litigation in medicaid and Social Service check fraud cases. This record is generated weekly.

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 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 23849

3

TITLE: Client medical/training payments and customer reimbursements

DATES: 1998-2012.

ARRANGEMENT: Alphabetical by vendor name, thereunder numerical by payment voucher number.

DESCRIPTION:

These records are of payments made to vendors for client training and short term assistance funding. These payments are collected throughout the fiscal year with the Department of Workforce Services. Client payments are made through FI-NET accounting system and then filed. Files are used to reference payments made and include a payment voucher cover sheet and all documentation that serves as back up information for each payment made. Also contained in this series are payments made to medical facilities or doctors for services that are used to determine eligibility for assistance; payments for training that enables customers to gain better employment skills; transient payments; direct customer reimbursements; and On-the-job training contract payments.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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).

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 23849

TITLE: Client medical/training payments and customer reimbursements

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19089

3

TITLE: Day care case files

DATES: 1990-2003.

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 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18640

3

TITLE: Eligibility client case files

DATES: 1970-2012.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

DESCRIPTION:

These files document complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), State Office of Social Services (OSS), Aging and Adult Services (DAAS), and/or local discretionary funds. Two regions also carry programs for the Division of Mental Health (DMH), and the Division of Alcoholism and Drugs (DAD). The following record series are not included: adoptions (including interstate compact adoptions), foster care and interstate foster care files, substantiated and unsubstantiated child abuse/neglect files, the central register, ombudsman case files (elderly abuse), adult abuse case files, adult abuse central register, licensing files, all Training School and State Hospital Files. Client case files include but are not limited to the following types of eligibility and determination forms: Application for Financial, and Medical; Application for Social Services; Request for Expended Services (obsolete 11-87); Notice of Decision (income report); Certification of Handicapping Condition; Client Admission/Level of Care Determination; Child Abuse/Neglect Report; and Adult Protection/Spouse Abuse Report. Information includes name, birth certificates, social security number, car registrations and titles, court documents, medical reports, certification of tribal membership, lien agreements, guardianship orders, activity logs, surveys, progress notes, and permanency and individual service plans.

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.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18640

TITLE: Eligibility client case files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18604

3

TITLE: Family day care licensing files

DATES: 1990-2003.

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 by the Department of Human Services, Office of Family Support.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family day care licensing files, GRS-2571.

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 7 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18586

3

TITLE: Food stamp case files

DATES: 1990-2003.

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 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 Schedule completed in 1995.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 6573

3

TITLE: Home energy assistance target program files

DATES: 1986-1997.

ARRANGEMENT: Alphabetical by surname

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 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).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 18599

3

TITLE: Medical cards

DATES: 1990-2003.

ARRANGEMENT: Numerical by card number

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered through the Office of Family Support.

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).
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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19084

3

TITLE: Medical excess payment records

DATES: 1990-2003.

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 maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical excess payment records, GRS-2576.

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, and/or fiscal value(s).

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19083

3

TITLE: Prescription drug claims

DATES: 1990-2003.

ARRANGEMENT: Numerical by claim number

DESCRIPTION:

These are prescription drug claims from clients receiving assistance through the Department of Human Services, Office of Family Support. Clients must meet income and medical eligibility requirements set by federal and state governments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prescription drug claims, GRS-2575.

AUTHORIZED: 09-05-2019

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, 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19085

3

TITLE: Provider billing records

DATES: 1990-2003.

ARRANGEMENT: Chronological by month, thereunder numerical by billing number

DESCRIPTION:

These are billings issued to day care providers for services provided to the Office of Family Support.

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.

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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19086

3

TITLE: Provider files

DATES: 1990-2003.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

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

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).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 17668

3

TITLE: Refugee case files

DATES: 1995-1996.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

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 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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 10070

3

TITLE: Self-sufficiency

DATES: 1990-2003.

ARRANGEMENT: None

DESCRIPTION:

These files are created and used to document the monitoring of Family Support 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 Family Support against clients, documentation on target populations, and support services offered to clients.

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 and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending litigation.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 10070

TITLE: Self-sufficiency

(continued)

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 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19087

3

TITLE: Single parent employment program files

DATES: 1990-2003.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support 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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Single parent employment program files, GRS-2582.

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 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.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 21215

3

TITLE: Trade Adjustment Assistance Act files

DATES: 1997-2003.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files contain the records of individuals who are eligible for extended unemployment insurance benefits and training benefits under the Trade Adjustment Act (TAA) as provided by 20 CFR 617 Subpart A (1998). The Trade Adjustment Act created a program to assist individuals, who became unemployed as a result of increased imports, return to suitable employment. The TAA program provides services and allowances to assist adversely affected workers achieve reemployment. Information includes a request for determination of entitlement, correspondence, documentation of training received and expenses involved with that training, job search allowances and relocation allowances.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1999

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 legal value(s).

This disposition is based on the agency's administrative need to fulfill its requirements under the Trade Adjustment Act as pursuant to 20 CFR617 (1998).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 10549

3

TITLE: Transmittal records/Administrative payments/Reimbursements/Cash receipts/Deposits

DATES: 1980-2012.

ARRANGEMENT: Numerical by transmittal number

DESCRIPTION:

This record is copies of transmittals for checks and cash deposited into a divisions and district office's Financial Information Resource Management Services account. Deposits are made by low organizational number. This series includes deposits with the State Treasurers, date, department number, collection number, description number, account number, totals, Services Request and Billing Form, copies of checks, and copies of receipts. Distribution of forms is as follows: white to State Finance, canary to State Treasurers, pink and goldenrod to Social Services Finance.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transmittal records, GRS-2581.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: For records beginning in 2001 and continuing to the present. Retain in Office for 3 years and then destroy.

Paper: For records prior to and including 2000. 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 administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 19088

3

TITLE: Voided medical cards

DATES: 1990-2003.

ARRANGEMENT: Numerical by card number

DESCRIPTION:

Cards that have been voided by the Office of Family Support when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voided medical cards, GRS-2580.

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 provided all audits have been completed.

Paper: 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.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 22558

1

TITLE: Warrants

DATES: 1989-1990.

ARRANGEMENT: Chronological by fiscal year

TOTAL VOLUME: 2.00 cubic feet.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

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 6 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 27222

3

TITLE: Workforce Investment Act training files

DATES: 2000-2012.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 6 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training administration records, GRS-150.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 6 years after case closes and then delete.

APPRAISAL:

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

These records have administrative value as they document assistance given to agency clients. They also have fiscal value as they document federal funds provided for client training. The records are legally required by the WIA Act to be kept for 5-7 years.

AGENCY: Department of Workforce Services. Provo South Employment Center

SERIES: 27222

TITLE: Workforce Investment Act training files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(a) and (h) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.