

Retention and Classification Report

Agency: Office of Family Support. Manti Office (1901)

55 South Main, #3
Manti, UT 84642
435- 835-0720

Records Officer: _____

19097	*Check issuance case files
19096	*Day care case files
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AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19097

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 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

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19096

3

TITLE: Day care case files

DATES: 1990-1997.

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 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 Workforce Services. Manti Employment Center

SERIES: 19093

3

TITLE: Day care licensing files

DATES: 1990-1997.

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 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

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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19091

3

TITLE: Eligibility case files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year.

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:

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 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 Workforce Services. Manti Employment Center

SERIES: 19091

TITLE: Eligibility 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. Manti Employment Center

SERIES: 19095

3

TITLE: Employment case management files

DATES: 1990-2019.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files were used initially to monitor Family Support client cases and their progress. Service is now provided 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). 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, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19095

TITLE: Employment case management 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. Manti Employment Center

SERIES: 19094

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, and 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 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 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. Manti Employment Center

SERIES: 19094

TITLE: Family day care licensing 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 10/2019.

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19098

3

TITLE: Food stamp case files

DATES: 1990-1997.

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 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 Records Schedule (1995) which specifies these records should be retained for 2 years.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 9984

3

TITLE: Home energy assistance target case files

DATES: 1990-1997.

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 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 10/2017.

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19103

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, 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 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

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19100

3

TITLE: Medical excess payment records

DATES: 1990-1997.

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 the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19099

3

TITLE: Prescription drug claims

DATES: 1990-1997.

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

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19102

3

TITLE: Provider billing records

DATES: 1990-1997.

ARRANGEMENT: Chronological by month, thereunder numerical by billing number

DESCRIPTION:

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

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 provided all audits have been completed.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19101

3

TITLE: Provider files

DATES: 1990-1997.

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).

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19106

3

TITLE: Single parent employment program files

DATES: 1990-1997.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These files document a demonstration program initiated originally by the Department of Human Services, Office of Family Support, now provided by 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 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)

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 20881

3

TITLE: Trade Adjustment Act (TAA) and Trade Readjustment Act (TRA) client files

DATES: 1986-1997.

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) or the Trade Readjustment Act (TRA). The Trade Adjustment Act created a program of trade adjustment assistance 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. These include TRA, training and other reemployment services, job search allowances and relocation allowances. The TRA program provides a weekly allowance payable to adversely affected workers as provided by 20 CFR 617 Subpart B (1998). Information includes a request for determination of entitlement, correspondence, documentation of training received and expenses involved with that training.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closed 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 retention is based on the agency's administrative need to fulfill its requirements under the Trade Adjustment Act and the Trade Readjustment Act of 1974, Amended 1981 as pursuant to 20 CFR 617 (1998).

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 20881

TITLE: Trade Adjustment Act (TAA) and Trade Readjustment Act (TRA) client files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19105

3

TITLE: Transmittal records

DATES: 1990-1997.

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 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: 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.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Manti Employment Center

SERIES: 19104

3

TITLE: Voided medical cards

DATES: 1990-2000.

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 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.

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.

PRIMARY DESIGNATION:

Private