

## Retention and Classification Report

**Agency:** Office of Family Support. Fillmore Office (1904)

55 West 100 North  
Fillmore, UT 84631  
(435)743-5304

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

07225    \*Home energy assistance target program files

**AGENCY:** Department of Workforce Services. Fillmore Employment Center

**SERIES:** 7225

3

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

**DATES:** ca. 1991-1997.

**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 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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.