

## Retention and Classification Report

**Agency:** Department of Workforce Services. Kanab Employment Center (1908)

468 East 300 South  
Kanab, UT 84741  
(435)644-8910

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

13999	*Eligibility case files
25429	*Employment case management files
07235	*Home energy assistance target program files

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

**SERIES:** 13999

3

**TITLE:** Eligibility case files

**DATES:** 1985-2019.

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These files document the complete case history of clients receiving services initially provided in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. Files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data. Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

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

**SERIES:** 13999

**TITLE:** Eligibility case 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. Kanab Employment Center

**SERIES:** 25429

3

**TITLE:** Employment case management files

**DATES:** 2004-2019.

**ARRANGEMENT:** Alphabetical by surname of client.

**DESCRIPTION:**

This series contains client case files created by employment counselors in the employment center. The files document client participation in a variety of state and federal programs aimed at assisting clients in obtaining employment. These programs include income eligible child care, Workforce Investment Act (WIA) training, General Assistance (GA), Working Toward Employment (WTE), Family Employment Program (FEP), and Able Bodied Adults Without Dependents (ABAWD) programs. Files in the series may include such records as program participation agreements, a variety of assessments documents, eligibility determination documents, income verification documents, resumes, school class schedules, school grade reports, progress reports, payment vouchers, and employment verification documents.

**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 2 years after case file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 25429

**TITLE:** Employment case management files

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304(1) (2008).  
Protected. UCA 63G-2-305(10) (2008).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

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

**SERIES:** 7235

3

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

**DATES:** undated.

**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) after case is closed

**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 after 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). 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. Kanab Employment Center

**SERIES:** 7235

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

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.