

## Retention and Classification Report

**Agency:** Department of Workforce Services.\$bSt.George North Employment Center (1909)

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

19985	*Eligibility case files
13686	*Employment case management files
21993	*Financial Information Network (FI-Net) payment records
07236	*Home energy assistance target program files
23137	*Job Training and Partnership Act client files
22960	*Travel reimbursement files

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 19985

3

**TITLE:** Eligibility case files

**DATES:** 1992-2019.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by The Dept. of Workforce Services.

**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 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, 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. St.George Employment Center

**SERIES:** 19985

**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. St.George Employment Center

**SERIES:** 13686

3

**TITLE:** Employment case management files

**DATES:** 1994-2002.

**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 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 purpose is to assist single parents find employment and to manage cases on clients for eligibility and self sufficiency determination. Information includes eligibility and self sufficiency documentation, income estimates, landlord information, job service referrals, and day care data.

**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 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).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 21993

3

**TITLE:** Financial Information Network (FI-Net) payment records

**DATES:** 1997-2019.

**ARRANGEMENT:** Alphabetical by vendor, thereunder chronological by pv number.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**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 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 21993

**TITLE:** Financial Information Network (FI-Net) payment records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 7236

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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 23137

3

**TITLE:** Job Training and Partnership Act client files

**DATES:** 1996-2001.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2000

**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 value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2016.

**AGENCY:** Department of Workforce Services. St.George Employment Center

**SERIES:** 22960

3

**TITLE:** Travel reimbursement files

**DATES:** 1997-2019.

**ARRANGEMENT:** Alphabetical by employee.

**DESCRIPTION:**

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.