

## Retention and Classification Report

**Agency:** Office of Family Support. Cedar City Office (1910)

176 East 200 North  
Cedar City, UT 84720  
435-865-6530

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

19487	*Check issuance case files
19486	*Day care case files
19484	*Day care center licensing files
19483	*Eligibility case files
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19493	*Medical cards
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19496	*Single parent employment program files
19495	*Transmittal records
19494	*Voided medical cards

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19487

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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19486

3

**TITLE:** Day care case files

**DATES:** 1990-1997.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

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

**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. Cedar City Employment Center

**SERIES:** 19484

3

**TITLE:** Day care center licensing files

**DATES:** 1990-1997.

**ARRANGEMENT:** Alphabetical by surname, 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.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19483

**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 initially by or through a Family Support office (OFS). That service is 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 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. Cedar City Employment Center

**SERIES:** 19483

**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. Cedar City Employment Center

**SERIES:** 13918

3

**TITLE:** Employment case management files

**DATES:** 1980-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files were used initially to monitor Family Support client cases and their progress. That 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)

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 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. Cedar City Employment Center

**SERIES:** 13918

**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. Cedar City Employment Center

**SERIES:** 19485

3

**TITLE:** Family day care licensing files

**DATES:** 1990-1997.

**ARRANGEMENT:** Alphabetical by surname, 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, now serviced by The Dept. of Workforce Services.

**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.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19488

3

**TITLE:** Food stamp case files

**DATES:** 1990-1997.

**ARRANGEMENT:** Alphabetical by surname, 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. Cedar City Employment Center

**SERIES:** 7295

3

**TITLE:** Home energy assistance target program case 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)

**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 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. Cedar City Employment Center

**SERIES:** 7295

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

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/21/09.

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19493

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 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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19490

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. Initially The Office of Family Support, and now The Dept. of Workforce Services 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.

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19489

3

**TITLE:** Prescription drug claims

**DATES:** 1990-1997.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, now serviced by The Dept. of Workforce Services. 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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19492

3

**TITLE:** Provider billing files

**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 serviced 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.

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

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19491

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 after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19496

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 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.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19495

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 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Workforce Services. Cedar City Employment Center

**SERIES:** 19494

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 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.

**PRIMARY DESIGNATION:**

Private