

## Retention and Classification Report

**Agency:** Department of Human Services. Office of Family Support. Duchesne Office (1914)

176 South 100 West  
PO Box 570  
Duchesne, UT 84021

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

07306    \*Home energy assistance target case files

**AGENCY:** Department of Human Services. Office of Family Support. Duchesne Office

**SERIES:** 7306

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

**DATES:** 1986-2001.

**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