

## Retention and Classification Report

**Agency:** Department of Workforce Services. Castle Dale Employment Center (1916)

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

22720	*Check issuance case files
20013	*Client case files
22996	*General Education Development case files
07310	*Home energy assistance target program case files
22721	*Medical excess payment record
22722	*Self sufficiency files

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 22720

3

**TITLE:** Check issuance case files

**DATES:** 1997-2019.

**ARRANGEMENT:** Chronological.

**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:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 20013

3

**TITLE:** Client 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), and 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). 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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 20013

**TITLE:** Client case files

(continued)

**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. Castle Dale Employment Center

**SERIES:** 22996

3

**TITLE:** General Education Development case files

**DATES:** 1995-2019.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These files document client participation in the General Education (GED) program administered by the Department of Workforce Services. The information is used to document that a client fulfills the eligibility requirements as required by the Utah State Board of Education. Information includes: name, address and telephone number of client; assessment test results; and education and employment information.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2000

**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 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 22996

**TITLE:** General Education Development case files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected. test questions/answers; unpublished manuscripts, lecture notes or research data

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 7310

3

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

**DATES:** 1997-2001.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 2.00 cubic feet.

**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 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.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 22721

3

**TITLE:** Medical excess payment record

**DATES:** 1997-2019.

**ARRANGEMENT:** 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. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.



**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 22722

3

**TITLE:** Self sufficiency files

**DATES:** 1997-2019.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files are used to monitor Family Support client cases and their progress. They also document the self sufficiency and income eligible child care programs.

**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.

**APPRAISAL:**

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

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Castle Dale Employment Center

**SERIES:** 22722

**TITLE:** Self sufficiency files

(continued)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.