

Retention and Classification Report

Agency: Department of Human Services. Office of Family Support. Bluff Office (1917)

, UT

Records Officer: _____

07314 *Home energy assistance target program files

AGENCY: Department of Human Services. Office of Family Support. Bluff Office

SERIES: 7314

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TITLE: Home energy assistance target program files

DATES: 1989-1997.

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.

PRIMARY DESIGNATION:

Private