

Retention and Classification Report

Agency: Department of Human Services. Office of Family Support. Montezuma Creek Office (1921)

, UT

Records Officer: _____

07321	*Home energy assistance target program files
18601	*Single parent employment program files
18600	*Transmittals

AGENCY: Department of Human Services. Office of Family Support. Montezuma Creek Office

SERIES: 7321

3

TITLE: Home energy assistance target program files

DATES: 1980-1997.

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:

Public

AGENCY: Department of Human Services. Office of Family Support. Montezuma Creek Office

SERIES: 18601

3

TITLE: Single parent employment program files

DATES: 1992-1997.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document a demonstration program initiated by the Office of Family Support 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 and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Office of Family Support. Montezuma Creek Office

SERIES: 18600

3

TITLE: Transmittals

DATES: 1980-1997.

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.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public