

Retention and Classification Report

Agency: Department of Health. Bureau of Communicable Disease Control (2130)

288 North 1460 West
Salt Lake City, UT 84114
801-538-6096

Records Officer: _____

22951	AIDS drug assistance and home health care authorization paym
22950	AIDS drug assistance client charts
22948	Health insurance continuation client charts
22955	Home health care client charts
23813	Publications
22949	University of Utah billing statements

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22951

3

TITLE: AIDS drug assistance and home health care authorization payments

DATES: 1992-

ARRANGEMENT: Chronological by year, thereunder chronological by month

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This record series documents payments made by the Health Department to the AIDS Drug Assistance Program and Home Health Care Program for services provided to Health Department clients. Information includes memorandum requesting payments, balance sheets, authorization pages, logs of client names, drugs, script number, rebate information, payments and co-payments.

RETENTION:

Retain for 7 year(s)

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22951

TITLE: AIDS drug assistance and home health care authorization payments

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (1) (2008)

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22950

3

TITLE: AIDS drug assistance client charts

DATES: 1999-

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

This record series consists of client files which document client receipt of HIV medication through the Ryan White Title II Program. This program grants federal funds which are utilized to help improve the quality and availability of existing health care and support services for individuals infected with HIV/AIDS. These records are maintained in order to comply with program participation requirements. Information in each client file includes patient demographic information, HIV status, chart notes, authorization of medication, release forms, proof of income statement, billings, correspondence and medication change forms. The information collected in this record series is compiled and submitted in a report to the Health Resources and Services Administration (HRSA), a copy of which is maintained by the agency.

RETENTION:

Retain for 8 year(s)

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:

Computer data files: Retain in Office for 8 years and then delete.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22950

TITLE: AIDS drug assistance client charts

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2018.

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22948

3

TITLE: Health insurance continuation client charts

DATES: 1992-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This record series documents client participation in the Ryan White Title II Program, from which the clients receive benefits for health insurance and continuation. Continuation consists of Consolidated Omnibus Budget Reconciliation Act (COBRA) funding for the medical expenses of the clients who are eligible. Information includes patient and demographic information, HIV status, release of information form, correspondence, chart notes, authorization for payments, income verification, COBRA election forms and insurance coverage information. The information collected in this record series is compiled and submitted in a report to the Health Resources and Services Administration (HRSA), a copy which is maintained by the agency.

RETENTION:

Retain for 8 year(s)

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:

Computer data files: Retain in Office for 8 years and then delete.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22948

TITLE: Health insurance continuation client charts

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1) (2008)

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22955

3

TITLE: Home health care client charts

DATES: 1992-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This record series consists of client files documenting home health care services received by Health Department clients through the Ryan White Title II Program. This program grants funds which are utilized to help improve the quality and availability of existing health care and support services for individuals infected with HIV/AIDS. The file contains patient demographic information, HIV status, release of information form, eligibility certification, chart notes, authorization for services, bills and correspondence. The information collected in this record series is compiled and submitted in a report to the Health Resources and Services Administration (HRSA), a copy of which is maintained by the agency.

RETENTION:

Retain for 8 year(s)

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 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22955

TITLE: Home health care client charts

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (1) (2008)

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 23813

3

TITLE: Publications

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value as they document the activities of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22949

3

TITLE: University of Utah billing statements

DATES: 1992-

ARRANGEMENT: Chronological by year, thereunder chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record series consists of payments made with federal grant money to the University of Utah, Department of Pharmacy Services, for medication received and used by HIV/AIDS clients receiving services from the Department of Health. The files contain correspondence, phone logs, patient names, medication received, and billing statements.

RETENTION:

Retain for 7 year(s)

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health. Bureau of Communicable Disease Control

SERIES: 22949

TITLE: University of Utah billing statements

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302 (1) (2008)