

## Retention and Classification Report

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

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Salt Lake City, UT 84114  
801-538-6096

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

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**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 82993

3

**TITLE:** Acquired immunodeficiency syndrome case files

**DATES:** 1979-2009.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files contain medical and epidemiological information on patients, suspects and contacts for future research and disease intervention strategies. As stated in the Utah Code of Communicable Disease Rules, the reports are intended to enable the Department of Health to protect the public health, and prevent and control communicable disease. Information includes patient's name, telephone number and address; physician's name and telephone number; the hospital; the medical record number; the person completing form and his telephone number; date form was completed; soundex name code; status of report (new case or update); and the reporting health department. Basic patient information includes date of birth, age at diagnosis of AIDS, current status (alive, dead, unknown), Center for Disease Control patient number, state and city/county patient numbers, sex, race, residence at onset of illness suggestive of AIDS, and the hospital where diagnosis of AIDS was established. Provides the date of specimen or diagnosis (if any), and method of diagnosis of diseases indicative of AIDS such as Kaposi's sarcoma, Pneumocystiscarinii pneumonia, and primary lymphoma of brain. Includes information on any other medical condition that may cause immunodeficiency. Social and risk factor information includes whether patient was born in US; patient's sexual orientation, if known; if patient ever used needles for self-injection of non-prescribed drugs; if a woman, whether or not patient delivered a live-born infant since 1978, and whether or not patient is currently pregnant; if, since 1978 and preceding the diagnosis of AIDS, the patient worked in a health care or clinical laboratory setting, received any blood products for treatment of a coagulation disorder, had sexual relations with a male/female partner, had heterosexual relations with a person with a risk factor for AIDS, received hepatitis B vaccine, etc.; and if, since 1978, the patient donated blood or plasma. Laboratory data includes TH/TS ratio, date of T-lymphocyte ratio test; type, result, and date of serologic test; source, result, and date of virus isolation. Also includes space for comments, form reviewer, date of review, and case classification.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 82993

**TITLE:** Acquired immunodeficiency syndrome case files

(continued)

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These reports are required by UCA 26-6-1 to 20 and UCA 26-25-1 to 5, and are submitted voluntarily to the Centers for Disease Control and Prevention in Atlanta. This retention is also govern by House Bill 6, section 4 and 5, passed February 1989.

**PRIMARY DESIGNATION:**

Exempt

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 83023

3

**TITLE:** AIDS control program files

**DATES:** 1982-2009.

**ARRANGEMENT:** Alphabetical by program

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**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:** 6603

3

**TITLE:** Anti-tubercular medication closed patient follow-up reports

**DATES:** i 1983-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are monthly reports submitted to the Health Department of patients who no longer need anti-tubercular medication. They include the name of the county submitting the report, the date of the report, the name and address of the patient, the date the drugs discontinued and the percentage taken, the reason the drugs were stopped (completed, moved, died, etc.), and any remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

This function is supported in part by federal funds and may be subject to federal audit. A three year retention period is therefore recommended. Office retention is recommended due to a small quantity of the record.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 24438

1

**TITLE:** Bureau of Communicable Disease Control grant files

**DATES:** 1986-2009.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by grant name

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional state and federal retention requirements, please contact the State Archives to schedule a specific retention.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years and then delete provided no audit is in progress or pending.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided no audit is in progress or pending.

**APPRAISAL:**

These records have administrative value(s).

This series may be subject to audit.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 6599

3

**TITLE:** Closed prescription for Anti-Tuberculosis drugs

**DATES:** 1915, 1937, 1963-1968.

**ARRANGEMENT:** Alphabetical by county name

**DESCRIPTION:**

This is a record of authorization from the state Health Department to local health departments to provide anti-tuberculin drugs to patients. These are patients who tested positive for TB, but did not have the disease. The prescription is for preventive medication. This record includes the patient's name, address, telephone number, age, and weight; if the prescription is new or a renewal; if a case or a reactor is involved; the medication to be given, the dosage, and the length of the prescription; the date the drugs mailed to the local health department; the signature and address of the authorizing physician.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Office for 5 years 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).

As the possibility exists that the reactor can later develop the disease, a record of previous treatment is necessary for later medical guidance.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 6599

**TITLE:** Closed prescription for Anti-Tuberculosis drugs

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22418

3

**TITLE:** Contracts backup documentation files

**DATES:** 1986-2009.

**ARRANGEMENT:** Alphabetical by contractor name

**DESCRIPTION:**

This record series contains copies of contracts entered into by the agency, accompanied by copies of contract amendments and original documentation consisting of correspondence and summary sheets. The contracts are for services provided to the agency by health care providers, local health departments, community based organizations, and agencies and individuals rendering technical assistance. The contract originals, through July, 1999, are on file with Purchasing and General Services. From July, 1999 forward, the original contracts are on file with the Department of Health's Office of Fiscal Operations (see record series 81838). The summary sheets detail compliance with contractual obligations as well as summarizing the information included in the contracts. Also included in the files are copies of contract billings. Information includes contractor name, contract number, effective dates, contract amount, amendment number, amendment amount, billing dates, amounts billed, dates billings were received, dates of bureau director approval, dates billings were sent to Finance for payment, and contract balance for each billing.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22418

**TITLE:** Contracts backup documentation files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22605

3

**TITLE:** Drug treatment center HIV seroprevalence survey

**DATES:** 1988-1996.

**ARRANGEMENT:** Chronological by year and quarter, thereunder numerical by survey number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence and trends of HIV infection in the injection drug using population. A drug treatment center seroprevalence survey form is completed for each client. The following data is collected on each form: survey number; project area and site numbers, quarter and year of testing; client's state, county and zip code of residence; client's gender, age group, race/ethnicity, and sexual orientation; whether a blood sample was obtained; treatment modality; whether the client had preferential admission to treatment; whether the client was previously admitted during the survey period; whether the client injected drugs since 1978, or the past year; and drugs injected or used by other methods.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after completion of survey and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.



**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22605

**TITLE:** Drug treatment center HIV seroprevalence survey

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.

**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:** 22607

3

**TITLE:** HIV anonymous self-administered questionnaire

**DATES:** 1988-1992.

**ARRANGEMENT:** Chronological by year, thereunder numerical by questionnaire number.

**TOTAL VOLUME:** 7.00 cubic feet.

**DESCRIPTION:**

This record series consists of data collected to determine HIV risk behaviors among the female clients of women's health centers. Information includes: client's age group, race, ethnicity and marital status; last grade the client completed in school; whether the client received a blood transfusion or blood products between 1978 and 1985; the number of people the client had sex with in the past year; condom usage; whether the client used needles to inject drugs since 1978, and if so, in the past three months; how often the client injected drugs or shared needles; whether the client has been diagnosed with a sexually transmitted disease since 1978; whether the client had sex with anyone who was infected with HIV, anyone who uses needles to inject drugs, or a bisexual man; whether the client ever had rectal sexual intercourse; whether the client received money or drugs for sex in the past year; and birth control usage.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after completion of survey and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22607

**TITLE:** HIV anonymous self-administered questionnaire

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2018.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22608

3

**TITLE:** HIV seroprevalence of persons undergoing necropsy survey

**DATES:** 1988-1992.

**ARRANGEMENT:** Chronological by year, thereunder alphanumerical by code.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence among persons undergoing necropsy. The following data is collected on each form: code (form number); date; person's gender, age, race, cause of death, and other significant conditions/medical history; whether there was clinical evidence of AIDS or HIV-related disease, and, if so, details; and lab results (ELISA, IFA, and/or western blot tests).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after completion of survey and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2018.

**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:** 17470

3

**TITLE:** Human Immunodeficiency Virus negative patient worksheets

**DATES:** 1981-2009.

**ARRANGEMENT:** Chronological, thereunder alphabetical by clinic site location, thereunder by patient surname

**DESCRIPTION:**

These negative worksheets are completed by local health department clinics during counseling sessions with patients being tested for the Human Immunodeficiency Virus (HIV). Since 1987, the worksheet has been used to gather demographic information which is entered into the data base of the Bureau of HIV/AIDS Prevention and Control. Prior to 1987, a shorter, less informative worksheet was used. The bureau reports a summary of the demographic data to the National Center for Disease Control which tracks transmission of the HIV virus and Acquired Immune Deficiency Syndrome (AIDS). The data is also helpful in estimating the risk of developing AIDS. Knowledge of a patient's testing history helps the bureau track the time frame of a patient's exposure to the HIV virus (the time between negative and positive test results), which helps the bureau identify others at risk of contracting and transmitting AIDS. The number of HIV transmissions is recorded in the epidemiology newsletter published by the Department of Health. Worksheet information includes the patient's name, age, race, marital status, address (optional), zip code, prior testing, whether blood was drawn, sexual preference, symptoms, preventative measures used by patient, test information, risk information, and counselor's notes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after patient testing and then destroy.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 17470

**TITLE:** Human Immunodeficiency Virus negative patient worksheets

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Negative HIV worksheets can be destroyed after three years. Series 9677, Human Immunodeficiency Virus positive patient worksheets are permanent.

**PRIMARY DESIGNATION:**

Exempt	UCA 26-25a-101 (2008) governs information regarding communicable or reportable disease.
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**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 9677

3

**TITLE:** Human Immunodeficiency Virus positive patient worksheets

**DATES:** 1981-2009.

**ARRANGEMENT:** Chronological, thereunder alphabetical by clinic site location, positivity, and patient name

**DESCRIPTION:**

These positive worksheets are completed by local health department clinics during counseling sessions with patients being tested for the Human Immunodeficiency Virus (HIV). Since 1987, the worksheet has been used to gather demographic information which is entered into the data base of the Bureau of HIV/AIDS Prevention and Control. Prior to 1987, a shorter, less informative worksheet was used. The bureau reports a summary of the demographic data to the National Center for Disease Control which tracks transmission of the HIV virus and Acquired Immune Deficiency Syndrome (AIDS). The data is also helpful in estimating the risk of developing AIDS. Knowledge of a patient's testing history helps the bureau track the time frame of a patient's exposure to the HIV virus (the time between negative and positive test results), which helps the bureau identify others at risk of contracting and transmitting AIDS. The number of HIV transmissions is recorded in the epidemiology newsletter published by the Department of Health. Worksheet information includes the patient's name, age, race, marital status, address (optional), zip code, prior testing, whether blood was drawn, sexual preference, symptoms, preventative measures used by patient, test information, risk information, and counselor's notes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1996

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 9677

**TITLE:** Human Immunodeficiency Virus positive patient worksheets

(continued)

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy.

**APPRAISAL:**

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

This disposition is based upon the vital nature of the information collected after 1987. The worksheets serve as a security copy for the computer system.

**PRIMARY DESIGNATION:**

Exempt UCA 26-25a-101 (1990) governs information regarding communicable or reportable disease.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 8306

3

**TITLE:** Medical examination of applicants for United States visas

**DATES:** 1983-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is notification sent to the Health Department of the results of the physical examinations required of aliens entering the country by the immigration laws. They are sent to the state so that the Health Department can take follow-up actions. This form is also used as an input document for the data system. It includes the date of the examination; the alien's name, passport number, country of origin, age, and sex; the results of the examination; and the name, title, and date of signature of the examining physician.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

As this record is used as an input document, it needs only be kept long enough to insure that no inputting error was made.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 7559

3

**TITLE:** Monthly report on refugees requiring follow-up

**DATES:** 1980-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a monthly computer printout of those refugees that have diseases that pose public health problems. The information is used to ensure that prompt medical check-ups and treatment is initiated. The printout includes the refugee's name, date of birth, date of arrival, country of origin, alien number, and sex; the name of the sponsoring agency; the name, address and telephone number of the sponsor; the date the information was forwarded; the date the follow-up is due; the date the information was received; and the results of the x-ray, lab test, diagnosis, and whether a drug was prescribed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

While most of this information is kept in the computer, the results of the follow-up action is not. Therefore, this paper must be kept. A three year retention period was set as there are federal funds involved.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22602

3

**TITLE:** Prisoner HIV seroprevalence counseling and testing report form

**DATES:** 1989-1998.

**ARRANGEMENT:** Chronological by year, thereunder numerical by form identification number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence and trends of HIV infection in the Utah prison population. UCA 26-6-19 requires all prisoners since 1989 to be tested for HIV infection. From 1989 to 1998, an HIV counseling and testing form was completed and submitted to the Bureau of HIV/AIDS, Tuberculosis Control and Refugee Health for each prisoner tested. The forms contain the following information: form identification number; project area code; site type and number; pre-test counselor number; date of prisoner's visit (testing date); prisoner's gender, race/ethnicity, health insurance provider type, age, state, county and zip code of residence; prisoner identification number; client test type (anonymous or confidential); reason for not testing; test result; whether the prisoner was post-test counseled; date of post-test counseling; and post-test counselor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after survey ends and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22602

**TITLE:** Prisoner HIV seroprevalence counseling and testing report form

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.



**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:** 22603

3

**TITLE:** Rapid assessment of HIV prevalence survey

**DATES:** 1995-1997.

**ARRANGEMENT:** Numerical by form identification number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series is a rapid assessment of HIV seroprevalence in injecting drug use and homeless populations. A Rapid Assessment of Prevalence (RAP) form was completed for each client. The following information is collected: form identification number; project area number and site number; RAP code; facility type; date of visit; client's gender, age, race/ethnicity, and reason for visit; whether the client was tested; whether the client was previously tested; results of previous tests; date of previous test; whether the previous test was at the same facility; client behaviors; and whether a blood sample was obtained.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after survey ends and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22603

**TITLE:** Rapid assessment of HIV prevalence survey

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1), and 26-6-28.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 7555

4

**TITLE:** Refugee health program annual reports

**DATES:** 2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are annual statistical reports of new refugees. They are used to document the personal health conditions of the refugees and possible public health risks because of diseases brought into the state. These reports include a breakdown by the local health department of the number of officially arriving Class A and B refugees, the number and percentage of officially arriving refugees contacted for program service, the number and percentage of officially arriving refugees who received health assistance, the number of total refugees receiving health assessment this quarter, the number of total refugees receiving health assessment, the number of refugees given medical treatment, and the number of cases of tuberculosis reported. The annual report is a compilation of the quarterly reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This program is part of a federal grant and records should be kept for 3 years.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 6628

1

**TITLE:** Refugee health program grant application files

**DATES:** i 1982-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional state and federal retention requirements, please contact the State Archives to schedule a specific retention.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after grant expires and then destroy.

**APPRAISAL:**

These records have legal value(s).

This disposition is based on 42 CFR 51(e) and 45 CFR 74.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 6630

4

**TITLE:** Refugee health program quarterly reports

**DATES:** 2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are quarterly statistical reports of new refugees. They are used to document the personal health conditions of the refugees and the possible public health risks because of diseases brought into the state.

These reports include a breakdown by local health department of the number of officially arriving Class A and B refugees, the number and percentage of officially arriving refugees contacted for program service, the number and percentage of officially arriving refugees who received health assistance, the number and percentage of immigrant refugees who received health assessment, the number and percentage of refugees arriving last quarter who received health assessment this quarter, the number of total refugees receiving health assessment, the number of refugees referred as a result of the health assessment, the number of number of refugees given medical treatment, and the number of cases of tuberculosis reported.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the annual report is compiled and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Information in these reports is used to compile annual reports.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 7560

3

**TITLE:** Refugee resettlement notice

**DATES:** 1985-2009.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a notification from a voluntary agency that a refugee has been resettled in the area. This is done so that the Health Department can monitor the refugees' health and initiate any needed treatment. It is also used as an input document for the data system. The report includes the names, alien numbers, dates of birth, sex, places of birth, native language, photographs, and English proficiency level of the refugees; the name and address of the sponsoring agency; the name and address of the local sponsor; the name and address of the refugee's local relative; the airport of final destination; and the date of the report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

As this form is used as an input document, it only needs to be kept long enough to ensure that no errors were made in inputting the information.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2018.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 7558

3

**TITLE:** Refugee system

**DATES:** 1983-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a data system consisting of information on refugee arrival, health assessment, and follow-up information. It includes the refugee's name, date of arrival, date of birth, country of origin, sex, and alien number; the name of the sponsoring agency; and the sponsor's name, address, and telephone number. This is divided into non-Indochinese Refugees and Immigrants.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until outlives administrative value and then transfer to tape.

**APPRAISAL:**

These records have administrative value(s).

The data should be maintained on line for as long as it is needed in the day-to-day operations of the office. After that, the information should be transferred to tape.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 83002

3

**TITLE:** Sexually transmitted disease case files

**DATES:** 1935-2009.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case closes and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records document the history of the state's effort to track sexually transmitted disease in Utah. The creation of this record is governed under UCA 26-6-1 to 20 and UCA 26-25-1 to 5.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 3a

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22606

3

**TITLE:** Sexually transmitted disease clinic HIV seroprevalence survey

**DATES:** 1988-1992.

**ARRANGEMENT:** Chronological by year and month, thereunder numerical by survey number.

**TOTAL VOLUME:** 5.20 cubic feet.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence and trends of infection among clients of sexually transmitted disease (STD) clinics. The following data is collected on each form: project area and site numbers; month and year of visit; month and year of previous visit; state, county and zip codes of client's residence; client's gender, age group, and race/ethnicity; STD diagnosis; client's risk exposure; client's reason for clinic visit; referral source; and STD test results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after survey ends and then delete.

**APPRAISAL:**

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

This disposition is based on the future research value of the data contained in this record series.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22606

**TITLE:** Sexually transmitted disease clinic HIV seroprevalence survey

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2018.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 83016

3

**TITLE:** Sexually transmitted disease program case files

**DATES:** 1976-2009.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 3 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case closes and then transfer to State Archives.

**APPRAISAL:**

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

These records document the state's efforts to track the progress of controlling sexually transmitted diseases in Utah.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 83016

**TITLE:** Sexually transmitted disease program case files

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 3a (2008)

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 24330

3

**TITLE:** Supportive service provider charts

**DATES:** 1998-2009.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files are used for keeping track of billings paid to Supportive Services Providers. The files contain correspondence, audit results, memorandums of agreement, provider information, purchase order forms, HCFA forms and service encounter forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2002

**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 provided no litigation is pending.

**APPRAISAL:**

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

These records have administrative value as they document patient billings. They also have fiscal value as they are subject to both state and federal financial audit.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22604

3

**TITLE:** Tuberculosis clinic HIV seroprevalence survey

**DATES:** 1988-1991.

**ARRANGEMENT:** Chronological by year, thereunder numerical by survey number.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence and trends of infection among tuberculosis clinic clients. The following data are collected on each form: project area and site number; quarter and year of testing; state, county and zip codes of client's residence; client's gender, age group, race/ethnicity, clinical status, and country of origin; whether a tuberculosis culture was obtained and its results; and the client's HIV risk exposure.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after survey ends and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the future research value of the data contained in this record series.

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-3.5; 26-6-27 (1); and 26-6-28

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2018.

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 6631

4

**TITLE:** Tuberculosis program management report

**DATES:** 2009.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are semi-annual statistical reports submitted to the Center for Disease Control.

Included in this report is Tuberculosis Program Management Report-Case Register, Summary Report Index of Bacteriologic Conversion of Sputum, Summary Report Indices of Drug Therapy, Summary Report completion of Preventive Treatment, Tuberculosis Program Management Report Contact and Other Infected Persons Under Supervision.

Information includes the name of the state, county, or city; the time period covered by the report; the number of patients under supervision at the beginning of the period, the number added, the number closed, and the total at the end of the period; the number of patients on chemotherapy and who have had bacteriology tests; the total cases with positive sputum within three months and within six months; the number of cases started on drugs within 12 months and 24 months; the number of patients starting preventive treatment; the number of contacts identified, examined, and infected; and a narrative summary of the reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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:**

This report is associated with federal grant monies. A three year retention is indicated.



**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 7554

4

**TITLE:** Tuberculosis statistical summary annual reports

**DATES:** 2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports documenting the contacts of tuberculosis patients. These reports are sent to the local health departments and to the federal government. Included in the summary is the investigation and narrative report. Information contained within these reports includes the case number; district or county where case was reported; date the case was reported; date of three month medical follow-up; number of contacts identified; number of contacts given skin tests up to 8 weeks after exposure, the percentage of contacts tested and number tested positive; number of skin tests given from eight to twelve weeks after exposure, percentage tested and the number that tested positive; total number of close contacts that tested positive, number and percentage treated; and the number of contacts other than close that tested positive, number and percentage treated. This last figure is divided into 2 groups, 35 and under, and over 35.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in Office for 2 years and then destroy provided the annual report has been compiled.

**APPRAISAL:**

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

The quarterly reports do not need to be kept after the annual report is compiled. The annual report should be retain three years. The bureau staff uses the annual report as a reference tool.

**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)

**AGENCY:** Department of Health. Bureau of Communicable Disease Control

**SERIES:** 22601

3

**TITLE:** Women's health center HIV seroprevalence survey

**DATES:** 1988-1992.

**ARRANGEMENT:** Chronological by year, thereunder numerical by survey number.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of data collected to determine HIV seroprevalence and trends of infection among women who are patients at women's health centers. The following data is collected on each form: project area and site number; quarter and year of visit; client's state, county and zip code; client's age group, race/ethnicity, and risk exposure; and reason for clinic visit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 2 years after completion of survey and then delete.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained in this record series.

**PRIMARY DESIGNATION:**

Exempt Refer to UCA 26-6-3.5; 26-6-27 (1); and 26-6-28.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.