

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Child and Family Services. Holladay Office (2439)  
645 East 4500 South  
Salt Lake City, UT 84107  
801-264-7500

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

20726	*Child at risk case files
12119	*Client case files
20703	*Developmentally disabled/mentally retarded case files
20704	*Developmentally disabled/mentally retarded guidance case fil
20727	*Family preservation case files
20701	*Holladay office substitute care subsidy files
20712	*Home management/home maker services case files
20724	*In home services case files
20725	*In home services with child abuse and neglect reports
20707	*Protective adult services case files
20708	*Protective child intervention case files
20705	*Protective services audio and video records
20709	*Protective services counseling case files
20710	*Protective services supervision case files
20706	*Protective youth services case files
20715	*Public assistance case management information system reports
20713	*Substantiated child abuse and neglect reports
20700	*Substitute care supervision case files
20714	*Unsubstantiated child abuse and neglect reports

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20726

3

**TITLE:** Child at risk case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document information collected by case workers on methods to assist children at risk. These risks include alcohol, drugs, gang activities, and other negative influences children are exposed to in their lives. Information includes case worker activity logs, progress reports, grade reports, correspondence, samples of student work assignments, and comments from teachers, principals, and counselors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Child at risk case files, GRS-2488.

**AUTHORIZED:** 02-01-1998

**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).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 12119

3

**TITLE:** Client case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), State Office of Social Services (OSS), Aging and Adult Services (DAAS), and/or local discretionary funds. Two regions also carry programs for the Division of Mental Health (DMH), and the Division of Alcoholism and Drugs (DAD). The following record series are not included: adoptions (including interstate compact adoptions), foster care and interstate foster care files, substantiated and unsubstantiated child abuse/neglect files, the central register, ombudsman case files (elderly abuse), adult abuse case files, adult abuse central register, licensing files, all Training School and State Hospital Files. Client case files include but are not limited to the following types of eligibility and determination forms: Application for Financial, and Medical; Application for Social Services; Request for Expended Services (obsolete 11-87); Notice of Decision (income report); Certification of Handicapping Condition; Client Admission/Level of Care Determination; Child Abuse/Neglect Report; and Adult Protection/Spouse Abuse Report. Information includes name, birth certificates, social security number, car registrations and titles, court documents, medical reports, certification of tribal membership, lien agreements, guardianship orders, activity logs, surveys, progress notes, and permanency and individual service plans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

**AUTHORIZED:** 05-29-2018

**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 9 years and then destroy provided no pending litigation.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 12119

**TITLE:** Client case files

(continued)

**APPRAISAL:**

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

This disposition is based on 42 CFR 455.105 (1990), which specifies that these records be retained for at least five years and the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled.                      Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20703

1

**TITLE:** Developmentally disabled/mentally retarded case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document handicapped services provided to persons with developmental and mental deficiencies. Information includes age, birthdate, family information, medical and dental information, psychiatric and psychological evaluations, intelligence quotient, and social security number.

**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 1 year after case closes 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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20704

1

**TITLE:** Developmentally disabled/mentally retarded guidance case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document guidance services provided by the Department of Human Services, Division of Child and Family Services. Information includes name, social security number, intelligence quotient, psychological and psychiatric information, physical description, and family information.

**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 1 year after case closes 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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20727

3

**TITLE:** Family preservation case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document individual and family counseling records for clients receiving services from the Division of Child and Family Services. Counseling and services may be ordered by the courts. Information includes activity logs, personal and family counseling reports, payment documents, court records, progress reports, medical information, and psychological and psychiatric information. There may be child protective services information included in these records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Family preservation case files, GRS-2489.

**AUTHORIZED:** 02-01-1998

**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 9 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20701

3

**TITLE:** Holladay office substitute care subsidy files

**DATES:** 1985-2002.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Substitute care subsidy files, GRS-2462.

**AUTHORIZED:** 08-01-1995

**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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.



**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20712

1

**TITLE:** Home management/home maker services case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document home management and homemaker services which provide assistance and support to families as primary care givers. This allows families to remain together and create a stable atmosphere for a cohesive family unit. Information includes family history, expenditures, employment history, living conditions, marital status, medical and dental information, and salary information.

**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 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).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20724

1

**TITLE:** In home services case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

Information gathered on juveniles who need protective supervision, protective counseling, or your services. Also, protective youth services, protective services supervision, protective service counseling, and protective family preservation records may be included in these files. Information includes psychological assessments, progress reports, and collateral agency data.

**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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20725

1

**TITLE:** In home services with child abuse and neglect reports

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

Information gathered on juveniles who need protective supervision, counseling, or youth services. Also, these include cases where evidence of child abuse and neglect is present and has been documented by filing a child abuse and neglect report (Form 741) with the Division of Child and Family Services. Information includes psychological assessments, child abuse and neglect reports, health assessments, progress reports, and collateral agency reports.

**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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20707

1

**TITLE:** Protective adult services case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These file document services to adults in need of protective assistance. The Division of Child and Family Services intervenes on the behalf of adults and places them in a protective environment. Information includes family history, assets, debts, employment information, medical and dental information, and victim information.

**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 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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20708

1

**TITLE:** Protective child intervention case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided to children needing protective intervention. Physicians, law enforcement officers, or persons in charge of medical facilities may intervene to retain custody of a child suspected of being abused or neglected for seventy-two hours without parental consent. Human Services must be immediately notified of this action. The department then may petition the courts for a protective order placing the child in a protective environment. Information includes family history, medical information, living conditions, physical description, and victim information.

**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 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).

**PRIMARY DESIGNATION:**

Controlled Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20705

1

**TITLE:** Protective services audio and video records

**DATES:** 1990-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files and video tapes are created by contracted providers to document sexual abuse evaluations for use in litigation and court proceedings and to diagnose and suggest treatment for those victims of sexual abuse. They contain interviews with children eighteen and under who are the alleged victims of sexual abuse. The case files are used to support video interviews. These are related to Substantiated child abuse and neglect case files, 81728. UCA 62A-4-509 (1991), specifies that when either an oral or written report of alleged abuse or neglect is received, the Department of Human Services is obligated to conduct a thorough investigation. The investigation may include an inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, and his or her physical safety.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Controlled      Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20709

1

**TITLE:** Protective services counseling case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided to clients requiring protective services counseling. Counselors provide services to victims of abuse and neglect who have been removed from the home after the issuance of a court order. Information includes family history, medical information, living conditions, physical description, and victim information.

**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 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).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20710

1

**TITLE:** Protective services supervision case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided to clients needing protective supervision. They are ordered to participate in programs to prevent abuse and neglect and are supervised and evaluated by the Division of Child and Family Services. Information includes family history, expenditures, living conditions, physical description, and victim information.

**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 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).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Controlled



**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20706

1

**TITLE:** Protective youth services case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services offered to youths by the Department of Human Services, Office of Family Services, pending their placement in foster care. UCA 78-3a-2 (1990), specifies that any person, official, or institution may petition the juvenile court for a protective order to prevent the abuse of a child. After the petition is filed, the court shall appoint a guardian to represent the child and to serve the best interest of the child (UCA 78-3a-20.5 (1992)). The Office of Family Services assists the court in placing the child in foster care.

**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 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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20715

1

**TITLE:** Public assistance case management information system reports (PACMIS)

**DATES:** 1985-2002.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

**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 after case closes and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20713

3

**TITLE:** Substantiated child abuse and neglect reports

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

This record series is a case file of reported damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of a report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from Abuse and Neglect Report 741 is put into the Central Register (which is an automated data record on the agencies local data system established by UCA 78-3b-12). This series includes the Child Abuse/Neglect Report (Form 741), a narration for services, a listing of the type of services, a rehabilitative treatment plan, and all other data collected as a result of an investigation.

**RETENTION:**

Retain for 100 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

**AUTHORIZED:** 04-01-2016

**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 99 years and then destroy.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20713

**TITLE:** Substantiated child abuse and neglect reports

(continued)

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency and UCA 73-3c-3 (1992), which specifies that information is to be restricted in order to protect the parties involved in these actions.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20700

1

**TITLE:** Substitute care supervision case files

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These are records of services provided for the supervision of substitute care cases. The Division of Child and Family Services monitors substitute care providers to ensure the safety of children placed in foster care homes. Information includes name, family, and job information, marital status, address, and salary information.

**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 1 year after case closes 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).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (2015)

**SECONDARY DESIGNATION(S):**

Controlled. Utah Code 63G-2-304 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20714

3

**TITLE:** Unsubstantiated child abuse and neglect reports

**DATES:** 1985-1995.

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

This record series is an report of alleged damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of an alleged report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from the Child Abuse and Neglect Form 741 is input into the Central Register (this is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Form 741, and all data collected as a result of an investigation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

**AUTHORIZED:** 04-01-2016

**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 22 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency and UCA 78-3c-3 (1978), which specifies that information is to be restricted in order to protect the parties involved in these actions.

**AGENCY:** Department of Human Services. Division of Child and Family Services. Holladay Office

**SERIES:** 20714

**TITLE:** Unsubstantiated child abuse and neglect reports

(continued)

**PRIMARY DESIGNATION:**

Controlled