# Retention and Classification Report

**Agency:** Davis County (Utah). Health Department. Nursing Division (2473)

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**Records Officer:** _____

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**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10794 3
**TITLE:** Baby Your Baby case files
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These are case files for women who are eligible for the prenatal (PEPI) program. This program is for low income pregnant women who were presumed eligible for medicaid or who are on medicaid. The local health department performs an initial interview to determine the woman's eligibility. Once the woman is determined eligible she is assigned to a registered nurse who then contacts the client every month and performs home visits. Each of these components are documented in each client's chart. The client is maintained in the program for two months after the pregnancy ends. The case file includes prenatal care coordination tracking record form, nursing notes, prenatal initiative form, Utah Perinatal record system (UPRS), identification card, health insurance claim form, and release of information form. These case files may also be called "Baby Your Baby case files."

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Prenatal health case files, GRS-590.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after final action and then destroy.

Computer data files: Retain in Office for 7 years after final action and then delete.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10794
**TITLE:** Baby Your Baby case files

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10782 1
**TITLE:** Blood pressure/cholesterol records
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These records are a two-part form completed by health workers for clients having blood pressure and cholesterol health screenings. These informal screenings are held at various locations throughout the district including shopping centers and health fairs. They are used to identify existing health problems and to encourage healthy lifestyles. The original (white copy) is submitted to the State Bureau of Chronic Disease Control and is maintained as the record copy while the yellow copy is retained by the local health department. The form includes the name, address, social security number, phone number, weight, height, birth date, age, gender, ethnic origin, education level, questions concerning smoking, questions concerning blood pressure and blood cholesterol, brief family and individual medical history, blood pressure readings, blood cholesterol readings and signed consent authorizing blood pressure and cholesterol tests.

**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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10775 3
**TITLE:** Car seat rental agreements
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These contracts document the rental of car seats to individuals who choose not to buy their own. This program enables those individuals to comply with UCA 41-6-148.20 (1995) which requires the use of child restraint devices. These contracts include the car seat number; the return date; the name, address, telephone number, drivers license number, and borrower's signature; the names and addresses of two individuals who will know the whereabouts of the borrower; a parental checklist that the borrower received training in the use of the car seat and that the seat was inspected; the amount paid; the dates issued and due; the seat condition when issued; and the receipt number. Some local health department also sell car seats.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Car seat rental agreements, GRS-531.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10945 1
**TITLE:** Child Health Evaluation Care medicaid reimbursement report
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

This form reports the reimbursements received on claims for physical examinations provided under the Child Health Evaluation (CHEC) program. A medicaid billing form is submitted for each completed examination and the original is submitted to the Utah Medical Assistance Program (UMAP) for reimbursement. This form includes child's name, date service provided, date into program, home address, phone number, medical information and patient identification number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10943 1
**TITLE:** Child Health Evaluation Care target area report
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These records are consent and release forms distributed by the Children Health Evaluation Care (CHEC) program. Each local health department determines concentration areas and groups to be targeted. This form is used to notify parents within targeted groups of the services provided and to identify infants eligible for the program. These records include both originals and duplicates. The form includes an explanation of the CHEC program, a statement on confidentiality of personal information collected, a statement allowing for the release of information for follow-up purposes containing the date, parent's name, address, telephone number, signature, birth date, social security number, marital status, and number of children.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10783 1
**TITLE:** Child health case files
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

These case files document the participation of children in the Child Health Evaluation and Care Program (CHEC). This is a low cost program to identify public health problems and to promote healthy children in low income families ineligible for Medicaid. They include the child health record, well child care 4-5 years of age form, and well child care examination forms. These records are also called Well Child case files.

**RETENTION:**

Retain for 21 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until child reaches the age of 21 and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10777 1
**TITLE:** Child health evaluation screening evaluation records
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

These files document services provided to children accepted in the Child Health Evaluation Care (CHEC) program as part of the medicaid program. The purpose of the screening is to examine and evaluate the general physical and mental health, growth, development, and nutritional status of medicaid recipients under the age of 21 and to provide corrective treatment. These files include the screening evaluation, claim forms, child health conference evaluation forms, progress form, history form, immunizations, assessment forms, medicaid records, and growth charts.

**RETENTION:**

Retain for 21 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until child reaches the age of 21 and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. mental health screenings

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10946 3
**TITLE:** Child vision referral assistance records
**DATES:** 1983-2008.
**ARRANGEMENT:** Chronological, thereunder alphabetical by name
**DESCRIPTION:**

These forms are used to provide indigent children with medical referrals to receive vision care. This is a state funded program. They include child's name, birth date, age, address, school, grade, physician's name, telephone number, and date called; optician's name, telephone number, and date called, and any additional comments.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department and meets the Utah Medical Association standards for medical records.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10948 1
**TITLE:** Day care licensing public health nurse review
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

This inspection form documents the separate annual review of day care centers by public health nurses prior to their state licensing and the relicensing. The form includes center's name, address, owner and person in charge; visit date, arrival and departure times, public health nurse's signature, department's name, indication of review of program and records, and recommendations and comments.

**RETENTION:**

Retain until expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until facility no longer licensed and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10778 1
**TITLE:** Family planning client charts
**DATES:** 1980-2010.
**ARRANGEMENT:** Alphabetical by client's name
**DESCRIPTION:**

These charts document services provided to individuals enrolled in the family planning program funded by federal grants under Section 1001 of the Public Health Service Act. The purpose of the grant is to provide educational, comprehensive medical, and social services necessary to aid families, particularly low income families, to determine freely the number and spacing of their children. These files include a physical examination form, a record of client visits, progress notes, face sheet, financial form, signed consent forms, contraceptive method authorization forms, and laboratory test results.

**RETENTION:**

Retain for 7 year(s) after separation or until date of birth

**DISPOSITION:**

Destroy.

**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 7 years after the client leaves the program and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10781 3
**TITLE:** Family planning needs assessment reports
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

This is a report submitted to the State Bureau of Family Planning showing the needs for family planning funds and the performance plan for the upcoming year. It is used in distributing grant money. It includes the local district name, the number of births to teens out of wedlock, abortion numbers, the infant mortality rate, the number of births in families below 150 percent of poverty, and the increase or decrease of each category from the previous year. The record copy of this report is retained by the State Bureau of Family Planning permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Family planning needs assessment reports, GRS-557.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 11070 1
**TITLE:** Healthy heart program case files
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

These case files document participation in the Alive and Well Program. It is an educational program run by local health departments to encourage people to live healthier life-styles by preparing a health risk appraisal and fitness profile. The files include the informed consent and release form, physical activity readiness questionnaire, health risk appraisal, nutritional, and screening answer sheet. This program is also called Healthy Heart Program or the Healthy Lifestyle Program.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**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 2 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10791 1
**TITLE:** Immunization cards
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

These cards document immunizations given by the local health department. They include name, birthdate, sex, address, phone number, type of immunizations, series, date given, and date booster given. Some cards also include the signature of the parent. In 1991, the card was replaced with the immunization record and signature card. The new card records similar information, but also serves as the immunization informed consent card.

**RETENTION:**

Retain for 10 year(s) or until date of birth

**DISPOSITION:**

Destroy.

**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 10 years after last immunization and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10779 1
**TITLE:** Immunization informed consent card
**DATES:** 1970-2018.
**ARRANGEMENT:** Alphabetical by name
**DESCRIPTION:**

These are forms filled out by parents before their children receive immunization for measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis. Consent is secured to help protect the local department against suit for failure to obtain informed consent under UCA 78B-3-406 (1995). These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

**RETENTION:**

Retain for 7 year(s) or until date of birth

**DISPOSITION:**

Destroy.

**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 7 years after last visit and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10949 3
**TITLE:** Immunization personal exemption form
**DATES:** 1980-2020.
**ARRANGEMENT:** Chronological by date of birth, thereunder alphabetical by student's name
**DESCRIPTION:**

This is a statewide form provided by the State Health Department to all local health departments. It is used by parents to claim a personal exemption based on a personal belief opposed to immunization in accordance with UCA 53A-11-302.5 (1995). This form must be completed annually to receive continued recognition of the personal exemption. It includes a statement claiming exemption from immunization, parent or guardian's name and signature, address, date, name of child/student exempted, date, school or child care facility's name, witness's signature, title, and date.

**RETENTION:**

Retain for 21 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Immunization personal exemption record, GRS-569.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office until student reaches age of 21.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10949
**TITLE:** Immunization personal exemption form

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302 (3)(a)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10950 3
**TITLE:** Infant Development Program case files
**DATES:** 1977-2012.
**ARRANGEMENT:** Chronological, thereunder alphabetical by surname
**DESCRIPTION:**

These case files document the participation of children in the federal Early Intervention program for infants and toddlers with disabilities (34 CFR 303). This program deals with children from birth to age three. The files include the permission to evaluate form, referral/intake form, health assessment, developmental tests, feeding behaviors assessment form, reflex maturation assessment, home visit report, individual family service plan, medical records, patient release forms, family identification record, IDP roll book, and information sheets, and access to records form.

**RETENTION:**

Retain for 21 year(s) after date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Infant development program (idp) case files, GRS-573.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until case closed and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 21 years and then destroy.

Microfilm duplicate: Retain in Office until child reaches age of 21 and then destroy.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10950
**TITLE:** Infant Development Program case files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10753 1
**TITLE:** Laboratory test results
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

This record is used to assist in the collection of lab test results and to complete sample records. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Includes reports such as Request for Serologic Test for Syphilis, Request for Culture of Enteric Bacterial Pathogens, Request for Referred Culture Identification, Report of Antibiotic Sensitivity, Request for Agglutinations and Special Serologic Tests, Request for Miscellaneous Cultures, Request for Rabies Examination, Request for Slide Examination, and Request for Mycobacteria Examination. The State Bureau of Epidemiology retains the record for five years and then destroys.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Exempt UCA 26-25A-101

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10944 1
**TITLE:** Medicaid notification reports
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

This report lists all individuals or families in the county on medicaid including high risk individuals. It is used to ensure that all individuals eligible to enroll in Medicaid programs are notified and to determine individual eligibility. The report includes the service patient referral card, case number, recipient name, address, telephone number, and identification number, birth date, whether they have seen a doctor or dentist, date of eligibility, and mother's name.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. mental health information

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 11243 1
**TITLE:** Monthly program reports
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These are monthly reports on various programs administered by the local health department. They are prepared by local health departments on blood pressure, cancer, and cholesterol screenings; child health evaluation care; immigration; immunizations; infant development; prenatal; and refugee programs. They are used for management purposes and to prepare a quarterly report. They include the name of the employee and the local health department, month, the number of initial and follow-up cases, services provided, number of referrals made, and the number of screenings and follow-up letters sent.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office until quarterly report completed and info verified and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10784 3
**TITLE:** Preschool immunization survey
**DATES:** 1970-2012.
**ARRANGEMENT:** Chronological, thereunder alphabetical by school name
**DESCRIPTION:**

These forms document surveys taken by schools or local health departments of children entering kindergarten and child care to determine immunization status. Copies of the forms are sent to the State Department of Health. The forms include name of facility and responsible party, number enrolled in kindergarten or day care, number of children with immunization cards or records turned in to the school, number of children with no record, number of children adequately immunized, number of exemptions (medical, religious, personal), and total number of exemptions. These records are also called Preschool immunization survey sheets.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule School students immunization assessment annual report, GRS-599.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 19241 3
**TITLE:** Preschool physicals
**DATES:** 1981-2012.
**ARRANGEMENT:** Chronological by date of birth, thereunder alphabetical by patient surname
**DESCRIPTION:**

These records document health physicals given to children prior to starting school. They are used to identify any developmental delays or health problems. The records include well child examinations, growth and development graphs, immunization status, vision screening, and hearing screening if indicated.

**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:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the division and meets the statute of limitations and medical records requirements. UCA 78-14-4 (2000), states that "no malpractice action against a health care provider may be brought unless it is commenced in the two years after plaintiff or patient discovers . . . but not to exceed four years after the alleged act."

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 19241
**TITLE:** Preschool physicals

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10952 1
**TITLE:** Project PRIDE case files
**DATES:** 1991-2010.
**ARRANGEMENT:** Alphabetical by school name
**DESCRIPTION:**

These case files document participation of referred children from kindergarten though the third grade to a special grant provided by the State Council for At Risk Children and Youth to local health departments in conjunction with school districts as provided by UCA 63-75-6 (1992). It is designed to identify children at risk (potential school dropouts) regardless of family income and to provide them assistance. The children will be studied until they graduate from high school or turn eighteen. These case files include testing results, demographics, information concerning parent's medical and education history, nurses notes, dental referral forms, vision referral forms, physical and psychological testing forms.

**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 and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

**PRIMARY DESIGNATION:**

Controlled

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10776 1
**TITLE:** Quarterly reports
**DATES:** 1990-2012.
**ARRANGEMENT:** None
**DESCRIPTION:**

These are quarterly reports on various programs administered by the local health departments including blood pressure, cancer, and cholesterol screenings; immigration; child health evaluation care; immunization; infant development; prenatal; and refugee programs. They are used for management purposes and to provide statistical information about operated programs.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10793 1
**TITLE:** Refugee client chart files
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These files document required health assessment of refugees. The original files are retained by the local health Department with some information being sent to the State Health Department. The files include test results, patient questionnaire, chest x-ray report as needed, nurses notes, medication form, and completed physical form.

**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 7 years after case closed and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10790 3
**TITLE:** Sexually transmitted disease case files
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These files are used in maintaining and locating medical information, and in the follow up of suspected individuals, cases and contacts with Sexually transmitted diseases (STD) and for controlling the spread of STDs. As stated in the Utah Code of Communicable Disease Rules, the Department of Health is required to maintain this information in order to promote the public health and to prevent and control the spread of disease. The files include laboratory test cards, interstate transmission control identification forms, gonorrhea epidemiologic control records, infectious syphilis epidemiologic control records, original interview information, reinterview record and cluster interview records.

As of July 2011, these records are included with Series 10787.

**RETENTION:**

Retain for 4 year(s) or until date of birth

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Sexually transmitted disease case files, GRS-600.

**AUTHORIZED:** 12-01-1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years or until minors reach the age of 21 and then destroy.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10790
**TITLE:** Sexually transmitted disease case files

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-25a-101

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10953 3
**TITLE:** Sexually transmitted disease monthly report log
**DATES:** 1987-2010.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This log lists all Davis County Health Department clients tested for sexually transmitted diseases (STDs). It is used to compile statistics on STDs tests for report purposes. The log includes month and year, client's name, date tested, sex, disease tested for, and whether counseling was provided.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

**PRIMARY DESIGNATION:**

Exempt UCA 26-6-27

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10796 3
**TITLE:** Sexually transmitted disease positive case investigative worksheets
**DATES:** 1986-2011.
**ARRANGEMENT:** Alphabetical by client's name, thereunder numerical by control number
**DESCRIPTION:**

These federally supplied forms document investigations of client's who have tested positive for a sexually transmitted disease (STD). The original form is submitted to the State Center for Disease Control and a copy is retained by the local office. The interview record form includes control number, patient's name, address, birth date, age, race, ethnicity, sex, whether pregnant and number of months along, how case detected, information source, supervisor number, clinic code, medical record number, date assigned, worker assigned, date treated, interview period, sex of sex partners, a series of questions concerning sexual behavior, indication whether received pre-test and post-test counseling, whether tested for HIV, results of previous and current HIV tests, symptoms, lab results, treatment and other infections, interview number, date, type, exposure dates, name, sex, disease one and disease two disposition, diagnosis, worker number, post test, investigator/agent, codes, dates closed for disease one and disease two.

As of July 2011, these records are included with Series 10787.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on the administrative needs expressed by the local health office.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10796
**TITLE:** Sexually transmitted disease positive case investigative worksheets

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-25a-101

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10797 3
**TITLE:** Sudden Infant Death Syndrome administrative data report
**DATES:** 1978-2010.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This report form is submitted to the State Sudden Infant Death Syndrome (SIDS) Program Office by the local health department within one month after a SIDS death in their jurisdiction. This report documents SIDs deaths and investigation results. The local health department maintains a copy to document that a report was filed. The form includes infant's name, office of medical examiner's number, parents' names, address, and telephone number, death date, birth date, infant's age, sex, and race, pediatrician's (or family physician's) name, county of death, funeral home name, pathologist's name, autopsy date, referral date, and name of person making referral, date of telephone referral, date referral mailed, parent's birth dates, occupations, and schooling, marital status, name of close friend or relative, name and address of initial telephone contact by a public health nurse, and date of initial home visit by public health nurse.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10797
**TITLE:** Sudden Infant Death Syndrome administrative data report

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10798 3
**TITLE:** Sudden Infant Death Syndrome investigative reports
**DATES:** 1978-2010.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These reports are sent to the local health department by the State Medical Examiner reporting on the investigation of suspected Sudden Infant Death Syndrome (SIDS) deaths in Davis County. They are used to provide follow-up counseling services. The reports include the deceased's name, age, sex, race, birth date, next of kin's name, address, telephone number, relationship, notified by, name of funeral home, place of death, date, time, person's name found child, date, time, and who certified dead, date and time medical examiner notified, officer's name and department responding, whether an ambulance called, city, county, state, a description of circumstances, date ordered to morgue, results of investigation, and signature of investigator.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10780 1
**TITLE:** Sudden infant death syndrome case files
**DATES:** 1987-2010.
**ARRANGEMENT:** Alphabetical by surname
**DESCRIPTION:**

This is part of a federally funded project to research the cause of Sudden Infant Death Syndrome (SIDS). This program is funded under 42 USCA 300c-12 (1991). These records investigate the family background and response to SIDS. The file includes SIDS case information, Nurse Referral Form, and notice from Medical Examiner's Office. Information includes the infant's name and birth date; the date and time found dead; the place of death; the infant's medical history; the maternal and gestation history; record of other SIDS cases in the family; socioeconomic and environmental data; the parents' names, address, dates of birth, religion, educational level, and occupation; the parents' and siblings reactions; the dates of visits; and nurse or counselor's name.

**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 case closed and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25946 3
**TITLE:** Targeted case management files
**DATES:** 2001-2012.
**ARRANGEMENT:** Alphabetical by surname
**DESCRIPTION:**

Targeted case management files are required by 42USC1396(g)(2002). This program is only for Medicaid recipients, and is designed to assist Medicaid infants from birth to three years to access needed medical, social, educational, and other services. Cases are managed by registered nurses through home visits. The nurse addresses growth and development issues and coordinates the services among all agencies and providers involved. Information gathered is primarily about the infant, however, some information is gathered on parents and siblings. The Medicaid number is used for billing purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Health program records, GRS-532.

**AUTHORIZED:** 01-30-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Classification based on UCA 63G-2-302 (1)(b)(j) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10800 3
**TITLE:** Time activity records sheet
**DATES:** 1984-2012.
**ARRANGEMENT:** Chronological by pay period
**DESCRIPTION:**

These time sheets record specific daily amounts devoted to individual program and are used to document work spent on various state and federal contract. This information is used for a variety of reports. The sheets include employee's name, social security number, department, division, program name, date, and number of hours spent on program.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**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).

This disposition is based on both the administrative and fiscal needs of the local health department. They are audited by both state and federal auditors.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25110 3
**TITLE:** Tobacco Compliance Program quarterly reports
**DATES:** 1989-2026.
**ARRANGEMENT:** Chronological by quarter, thereunder alphabetical by retailer's name
**DESCRIPTION:**

These are quarterly summaries of tobacco purchases made under the Tobacco Compliance Program. They are the compliance check logs in accordance with UCA 77-39-101 (2003). The information is submitted on-line to the Utah State Health Department. These summaries are used to create retailers' compliance histories that allow for the local health department to reward those regularly in compliance. The summaries include information on tobacco retailers, the attempt number, date and time of the check, age and sex of the minor, type of tobacco product, cost of receipt involved, whether a sale was made, whether a photo identification was checked, clerk's gender, description and/or name, if the retailer was in compliance, or citation issued, action taken, officer's initials, and initials of the local Health Department official.

**RETENTION:**

Retain for 20 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the local health department's administrative need in establishing a compliance history for local retailers.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25110
**TITLE:** Tobacco Compliance Program quarterly reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. personal information

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25111 3
**TITLE:** Tobacco Program operational records
**DATES:** 1989-
**ARRANGEMENT:** Chronological by fiscal year.
**ANNUAL ACCUMULATION:** 1.00 cubic foot.
**DESCRIPTION:**

These include the quarterly and year-end statistics summaries for the Tobacco Compliance program in accordance with UCA 77-39-101 (2003). These summaries are used to track trends and to track data for local law enforcement and the local health department. The records may include the following information: tobacco retailer information, including if the retailer was in compliance; the number of attempts to purchase tobacco each round of checks; total number of checks for the year; clerk's gender, description and/or name; date and time of check; age and gender of the minor; the attempt number; type of tobacco product; cost of the product, if a sale was made; if a photo identification was checked; any citations or action taken; initials of officer, if applicable; initials of the local Health Department official; buy rates for the city and County; and previous year's statistics for comparison purposes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Health program records, GRS-532.

**AUTHORIZED:** 01-30-2019

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 3 years and then delete.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25111
**TITLE:** Tobacco Program operational records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10792 1
**TITLE:** Tuberculosis client chart files
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These case files document services provided to clients being treated for active diseases or for a positive tuberculin test reaction. The original files are retained at local health department, with certain information being sent to the State Health Department. The files include a questionnaire, test results, chest x-rays report as needed, information consent forms, medication sheet, and nursing notes.

As of July 2011, these records are included with Series 10787.

**RETENTION:**

Retain for 7 year(s) after case is closed or until date of birth

**DISPOSITION:**

Destroy.

**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 7 years after after case closed and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25109 3
**TITLE:** Underage buyer agreement and parental consent records
**DATES:** 1993-
**ARRANGEMENT:** Chronological by birth date
**ANNUAL ACCUMULATION:** 1.20 cubic feet.
**DESCRIPTION:**

These records document students serving as compliance agents for the local law enforcement and Davis County Health Department's Underage Tobacco Compliance Program. The Underage Tobacco Compliance Program uses minors (15-17 year olds) to check the compliance of stores selling tobacco products by attempting to purchase tobacco. In accordance with UCA 76-10-105 (2003), it is illegal for anyone eighteen and younger, "who buys or attempts to buy, accepts, and has in his possession any cigar, cigarette, or tobacco in any form . . ." The records include the underage minor agreement grants immunity to the minor and contains the rules that the minor agrees to follow while participating in the compliance checks, the minor's name, birthdate, address, telephone number, and signature; and attached to this form is a parental consent form which includes the name of minor participant and parent's signature.

**RETENTION:**

Retain for 6 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2003

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 6 years after expiration of the agreement and then delete.

Paper: Retain in Office until scanned and then destroy.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 25109
**TITLE:** Underage buyer agreement and parental consent records

(continued)

**APPRAISAL:**

These records have legal value(s).

This disposition is based on the statute of limitations for agreements. UCA 78-12-23(2) (2003) specifies a six year retention after the expiration of the contract.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10795 3
**TITLE:** United Way dental care financial report
**DATES:** 1978-2012.
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

This is a quarterly financial report on United Way monies spent on dental care for low-income children in Davis County. It is to document these expenditures. The report includes the quarter, month, and year, year's expected revenue, revenue received current quarter, revenue received year-to-date, revenue balance to be received from United Way, fees and grants from government agencies, and miscellaneous revenue surplus, and totals; expenditures for year's budget, current period, year-to-date, and balance for salaries, employee benefits, specific assistance, totals, total expenses for activities financed, any surplus, and the excess of unrestricted public support.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This disposition is based on both administrative and fiscal needs expressed by the local health department.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10795
**TITLE:** United Way dental care financial report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10955 3
**TITLE:** United Way dental service patient referral card
**DATES:** 1978-2015.
**ARRANGEMENT:** Alphabetical by head of household's name
**DESCRIPTION:**

This card documents the referral of indigent children to dentists within Davis County. A new card is completed each time a referral is made. This program is funded by the United Way. This card includes dentist name, address, and telephone number, head of household's name, address, social security number, race, and telephone number, a listing of the names, sex, birth dates, dental problems, and medical problems of all family members, signatures of parents or guardian, name of public health nurse or social worker, name of agency, authorizing signature and date, amount of family co-payment, indication of income providing amount and frequency, whether father is unemployed and length of unemployment, a listing of debts, and any additional comments.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10954 1
**TITLE:** United Way dental service treatment record
**DATES:** 1978-2018.
**ARRANGEMENT:** Alphabetical by head of household's name, thereunder alphabetical by patient's name.
**DESCRIPTION:**

These records document dental treatment received by indigent children in Davis County. This program is funded through the United Way. The record copy of these records is retained by the treating dentist, while the local health department only retains a copy. These records include the service patient referral card, head of household's name, social security number, address, patient's name, patient's relationship with head of household, dental license number, description of treatment received, dates services received, procedure number, fee charged, amount patient pays, balance, patient's and/or parent's signature, and dentist's signature.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10954
**TITLE:** United Way dental service treatment record

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2019.

**AGENCY:** Davis County (Utah). Health Department. Nursing Division

**SERIES:** 10956 1
**TITLE:** Work Education and Training Program case file
**DATES:** undated.
**ARRANGEMENT:** None
**DESCRIPTION:**

These case files document participation in the Work Education and Training (WEAT) program. This program is for women on welfare. It is designed to help participants become self-sufficient through the work experience and training they receive at their work site. Participants receive between six to twelve months training and work experience in the public sector and are paid minimum wage. The case files include an interview sheet, time sheet, and participant evaluation forms.

**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 client leaves program and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. items identified in UCA 63G-2-301(1)(b)