

## Retention and Classification Report

**Agency:** Department of Workforce Services. Downtown Employment Center (Salt Lake City) (2564)  
158 South 200 West  
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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 19752

3

**TITLE:** Accounts Payable Files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by vendor.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursement.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursement.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 19752

**TITLE:** Accounts Payable Files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18567

3

**TITLE:** Check issuance case files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 10939

3

**TITLE:** Client case files

**DATES:** 1983-2019.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**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:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2568.

**AUTHORIZED:** 06-12-2019

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 10939

**TITLE:** Client case files

(continued)

**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)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18566

3

**TITLE:** Day care case files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18566

**TITLE:** Day care case files

(continued)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.



**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 19955

3

**TITLE:** Day care center licensing files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION:**

Retain for 8 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Day care center licensing files, GRS-2570.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 19955

**TITLE:** Day care center licensing files

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18564

3

**TITLE:** Family day care licensing files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder numerical by license number.

**DESCRIPTION:**

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case was reopened initially by the Department of Human Services, Office of Family Support, and now provided by Work Force Services.

**RETENTION:**

Retain for 8 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18564

**TITLE:** Family day care licensing files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18568

3

**TITLE:** Food stamp case files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION:**

Retain for 2 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the Food Stamp Intergovernmental Schedule (1995) which specifies that these records be retained for 2 years.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 7174

3

**TITLE:** Home energy assistance target program files

**DATES:** 1981-2019.

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These files document verifications for home energy assistance. {Initially} The Department of Human Services, Office of Family Support, gathered information from clients in order to verify and determine eligibility for home energy assistance. {That information is now provided by the Dept. of Workforce Services.} Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families have had special medical expenses; and fourth, families have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, salary, and employment information.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 7174

**TITLE:** Home energy assistance target program files

(continued)

**APPRAISAL:**

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

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

This retention would allow for all necessary or required audits.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18573

3

**TITLE:** Medical cards

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, now provided by the Dept. of Work Force Services.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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, and/or fiscal value(s).  
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.



**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18570

3

**TITLE:** Medical excess payment records

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The department is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 2 years and then destroy.

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

**APPRAISAL:**

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

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18570

**TITLE:** Medical excess payment records

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 22672

3

**TITLE:** Personnel files

**DATES:** 1997-2008.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 22672

**TITLE:** Personnel files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302 (1)(e) (2008)

**SECONDARY DESIGNATION(S):**

Public.                      Utah Code 63G-2-301 (1)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18569

3

**TITLE:** Prescription drug claims

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Office of Family Support, and now provided by the Dept. of Work Force Services. Clients must meet income and medical eligibility requirements set by the federal government and State of Utah.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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, and/or fiscal value(s).

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18569

**TITLE:** Prescription drug claims

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18572

3

**TITLE:** Provider billing files

**DATES:** 1990-2012.

**ARRANGEMENT:** Numerical by billing number.

**DESCRIPTION:**

These are billings issued to day care providers for services provided initially to the Office of Family Support, and now provided by the Dept. of Work Force Services.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 2 years and then destroy.

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

**APPRAISAL:**

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

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18572

**TITLE:** Provider billing files

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.



**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18571

3

**TITLE:** Provider files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 14143

1

**TITLE:** Public assistance case management information system

**DATES:** 1988.

**ARRANGEMENT:** None

**DESCRIPTION:**

This computer system was created initially by the Department of Human Services, Office of Family Support and Management Services, now the Dept.of Work Force Services. This system documents thirty-two programs offered through the Office of Family Support. These programs include food stamps, medicaid, aid to families with dependent children (AFDC), general assistance, nursing homecare, subsidized adoption, and foster care. The Public Assistance Case Management Information System (PACMIS) is a client based system and requires eligibility to be determined one benefit month at a time. Application information is entered into the system for each client within a case. Client identifying data is entered into a series of screens called non-financial data screens. These screens are mandatory entry screens because they help determine eligibility status. Information includes setup participations (SEPA), (SSDO), marital status, deprivation/cooperation (MASD), previous aid, work incentive, (PRAW), voluntary quit/striker (VOQS), and self sufficiency/weat/work registration (SSWW). the remaining screen sequence contains information concerning resources, income and expenses for each client. Eligibility is determined by PACMIS once the information is input into the system. FUNCTIONAL REQUIREMENTS FOR PACMIS:

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**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 7 years and then delete.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 14143

**TITLE:** Public assistance case management information system

(continued)

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18565

3

**TITLE:** Self sufficiency/child care eligibility case files

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These files are used to monitor Family Support client cases and their progress. They also document the self sufficiency and income eligible child care programs.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18565

**TITLE:** Self sufficiency/child care eligibility case files

(continued)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18577

3

**TITLE:** Single parent employment program files

**DATES:** 1992-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

These files document a demonstration program initiated by the Office of Family Support, and now that assistance is provided by the Dept. of Work Force Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was begun in 1992.

**RETENTION:**

Retain for 6 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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, and/or fiscal value(s).

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18577

**TITLE:** Single parent employment program files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18575

3

**TITLE:** Transmittal records

**DATES:** 1990-2012.

**ARRANGEMENT:** Numerical by transmittal number.

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 2 years and then destroy.

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

**APPRAISAL:**

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

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



**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18575

**TITLE:** Transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18574

3

**TITLE:** Voided medical cards

**DATES:** 1990-2012.

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year.

**DESCRIPTION:**

Cards that have been voided initially by the Office of Family Support, and now provided by the Dept. of Work Force Services. When overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06-12-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

**APPRAISAL:**

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

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

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 18574

**TITLE:** Voided medical cards

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 26383

1

**TITLE:** Workforce Investment Act Training Program case files

**DATES:** 1998-2012.

**ARRANGEMENT:** Alphabetical by last name.

**DESCRIPTION:**

This series documents participation in the Workforce Investment Act (WIA) Training Program. Information is collected to determine eligibility of the applicant. Files may contain copies of the applicant's birth certificate, driver's license, social security number, financial records, education and training records, and information regarding the applicant's household. This program was previously known as the Job Partnership Training Act (JTPA) program.

**RETENTION:**

Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1998 through 2003. Retain in Office until case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: For records beginning in 2004 and continuing to the present. Retain in Office for 3 years after administrative need ends and then delete.

**APPRAISAL:**

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

These records have legal value as they must be created and maintained to meet requirements established by 20 C.F.R. section 652 (2002) and 112 Stat. 936, Public Law 105-220 (1998).

These records also have fiscal value as they document the expenditure of public funds.

**AGENCY:** Department of Workforce Services. Downtown Employment Center (Salt Lake City)

**SERIES:** 26383

**TITLE:** Workforce Investment Act Training Program case files

(continued)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2019.