

Retention and Classification Report

Agency: Department of Human Services. Division of Services to People with Disabilities.
Clearfield Office (2570)

, UT

Records Officer: _____

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AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15477

3

TITLE: Accepted Title XIX client assessment files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are health assessments performed on new or current clients to determine whether they qualify for Title XIX programs.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Accepted title xix client assessment files, GRS-2525.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15478

3

TITLE: Administrative reference and reading files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are memoranda and correspondence generated by another agency for general reference be all agency employees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative reference and reading files, GRS-2526.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15479

3

TITLE: Adult client case files

DATES: 1995-2011.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document the movement of adults from the Utah State Developmental Center to placement in other state or private facilities upon consultation and recommendation of the Division of Services for People with Disabilities (DSPD). Similar records are retained by the Developmental Center and duplicates are weeded from the DSPD files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adult client case files, GRS-2527.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15940

3

TITLE: Adult client case files

DATES: 1990-2011.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document assistance given to adults through the Division of Services for People with Disabilities (DSPD). Similar records are retained by the Developmental Center and duplicates are weeded from the DSPD files. Information includes Requests for Prior Approval, vital statistics worksheets, admission information, and psychological and psychiatric evaluations.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adult client case files, GRS-2527.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after case closes and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office
SERIES: 15940
TITLE: Adult client case files

(continued)

SECONDARY DESIGNATION(S):
Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15481

3

TITLE: Agency written history

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

Scrapbooks, photographs, articles, program notes and events sponsored or funded by the Division of Services for People with Disabilities. May also included are narrative audio or audiovisual agency histories.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency written history, GRS-2529.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15482

3

TITLE: American Express monitoring report

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These reports are generated by American Express and show expenditures made by state employees on agency American Express credit cards.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule American express monitoring report, GRS-2530.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15485

3

TITLE: Assessment and development procedure files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are policies and procedures for the development of assessment plans and assessment advisory training counsels to meet the assessment and health plan certification needs for clients who are developmentally disabled.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment and development procedure files, GRS-2533.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15483

3

TITLE: Building and equipment service files

DATES: 1995-2011.

ARRANGEMENT: none

DESCRIPTION:

These are requests for building and equipment maintenance services, excluding fiscal copies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Building and equipment service files, GRS-2531.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15484

3

TITLE: Children's client case files

DATES: 1995-2011.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document assistance given to children through the Division of Services for People with Disabilities (DSPD). DSPD places physically challenged children in small group homes as part of a federal program to integrate them into the larger society. Participating children are under the age of twenty-two. Information includes Requests for prior approval, vital statistics worksheets, admission information, psychological and psychiatric evaluations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Children's client case files, GRS-2532.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15495

3

TITLE: Client and agency planning inventories and score sheets

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are computer-generated scoresheets of data taken from booklets distributed to providers of services to the handicapped. After completing the booklets, providers submit them to the division for data to be entered into the computer, and are then returned to providers. The scoresheets describe the condition and treatment of all clients in day treatment and residential clients who receive care or services from providers not in day-treatment. Clients also include those at the Utah State Training School and the Intermediate Care Facility/Mentally Retarded (ICF/MR). The information is used to plan programs and services for the clients and to chart their treatment and progress.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client and agency planning inventories and score sheets, GRS-2543.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15486

3

TITLE: Committee and conference files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are records created by committees or conferences, including advisory committee's relating to executive establishments, organizations, memberships, and policies.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Committee and conference files, GRS-2534.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15487

3

TITLE: Construction project files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These file document the construction of new buildings and the renovation of rented buildings for state use.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Construction project case files, GRS-2535.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15488

3

TITLE: Control files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These files document control registers that pertain to requisitions and work orders for printing, binding and duplicating services.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Control files, GRS-2536.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15489

3

TITLE: Employee travel reimbursement files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These records document reimbursements to individuals, such as travel orders and authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee travel reimbursement files, GRS-2537.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15490

3

TITLE: Executive correspondence

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-2538.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15491

3

TITLE: Human resource management rules

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These are files that outline policies and procedures to be followed in the Department of Human Resources Management and throughout state government.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Human resource management rules, GRS-2539.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15492

3

TITLE: Inactive small group home files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These files document clients placed in small group homes by the Department of Human Services, Division of People with Disabilities. These children are placed in the small group homes from the Utah State Developmental Center and other institutional facilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Inactive small group home files, GRS-2540.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15493

3

TITLE: Indexes and check lists

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These records document bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Indexes and check lists, GRS-2541.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15494

3

TITLE: Interdepartmental transfer requests (DF 61)

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These records document accounting actions that request transfers of funds between agencies for services rendered or materials purchased.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Interdepartmental transfer requests (df 61), GRS-2542.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15496

3

TITLE: Leave adjustment reports

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These reports show all leave adjustments made during a pay period. Information shows category of adjustment, amount, social security number and employee surname.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Leave adjustment reports, GRS-2544.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15497

3

TITLE: Leave application files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These records document applications for leave and include supporting papers relating to request for and approval of employee leave.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Leave application files, GRS-2545.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15498

3

TITLE: Length of service awards file

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These files include correspondence, memoranda, reports, computations of service and sick leave, and lists of awardees. This information is entered into the Department of Human Resource Management automated system.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Length of service awards file, GRS-2546.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15499

3

TITLE: Mail control records

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These are records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mail control records, GRS-2547.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15500

3

TITLE: Performance evaluation ratings

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These records document files relating to performance rating reviews created by the agency and entered into the Department of Human Resource Management's automated system.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance evaluation ratings, GRS-2548.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15501

3

TITLE: Periodic budget reports

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are agency reports that document the status of appropriation accounts and apportionments at the end of the fiscal year.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Periodic budget reports, GRS-2549.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15480

3

TITLE: Personnel records

DATES: 1995-2003.

ARRANGEMENT:

DESCRIPTION:

These are complete work histories of individuals while employed by the State. Refer to UCA 67-18-1, et. seq. (1992). When and 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 descriptions, career mobility agreements, insurance benefits notifications (ADNT-1), job swap agreements, and overtime agreements.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency personnel records, GRS-2528.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1) (b) (2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15502

3

TITLE: Position descriptions

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

Theses files describe established positions including information on title, series, grade, duties, and responsibilities.

Information also contains Position Description Questionnaire (PDQ).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position descriptions, GRS-2550.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15503

3

TITLE: Private vehicle files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These files document authorizations for employees to use private vehicles for state business when it is the most economical method of travel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Private vehicle files, GRS-2551.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15504

3

TITLE: Provider fact finding results and investigative reports

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These files report investigations of private providers of services to the handicapped. Providers are under contract with the state. The reports are classified as "private" in order to inform the providers of complaints made against them so that corrections may be made or other action taken.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider fact finding results and investigative reports, GRS-2552.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(8) 1992

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15505

3

TITLE: Provider files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are contracts awarded to providers for services rendered to the Division of Services for People with Disabilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider files, GRS-2553.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15506

3

TITLE: Provider list

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are current service providers on contract with the Department of Human Services. The information is used for internal contact and correspondence by agency personnel and also for public information referral.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider list, GRS-2554.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15507

3

TITLE: Publications

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are publications created by the agency and include reports, leaflets, pamphlets, file manuals, annual reports, processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-2555.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15508

3

TITLE: Purchase requisition files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are requisitions for supplies and equipment for current inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Purchase requisition files, GRS-2556.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15509

3

TITLE: Schedule six planning reports

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are reports from the Division of Finance indicating the status of agency payroll transactions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Schedule six planning reports, GRS-2557.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

Paper copy: Retain in Office for 6 months or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15510

3

TITLE: Technical reference files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are documents retained strictly for reference and informational purposes which are not part of any other official files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Technical reference files, GRS-2558.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15511

3

TITLE: Telephone bills

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are bills that document calls from state offices.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Telephone bills, GRS-2559.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15512

3

TITLE: Temporary personnel files

DATES: 1995-2005.

ARRANGEMENT:

DESCRIPTION:

These are copies of correspondence and forms maintained in the personnel files of temporary employees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Temporary personnel files, GRS-2560.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15513

3

TITLE: Title XIX waiting list files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

This is a listing of prospective clients waiting for services provided by the Division of Services for People with Disabilities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Title xix waiting list files, GRS-2561.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15514

3

TITLE: Tracker trainer files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

This is an active list of people who are hired to go into small group homes to teach and/or consult with group home parents. They can also relieve home parents of duties for a short period of time.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tracker trainer files, GRS-2562.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15515

3

TITLE: Transitory files

DATES: 1995-2004.

ARRANGEMENT:

DESCRIPTION:

These are papers of short-term interest which have no documentary or evidential value.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory files, GRS-2563.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15516

3

TITLE: Unaccepted Title XIX client assessment files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are files of clients who do not meet the qualifications for services stipulated under the Title XIX program guidelines.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Unaccepted title xix client assessment files, GRS-2564.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15517

3

TITLE: Warrant requests

DATES: 1995-2011.

ARRANGEMENT: none

DESCRIPTION:

These are requests from state agencies to the Division of Finance to pay vendors for supplies and/or services vendors have provided to agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warrant requests, GRS-2565.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Services to People with Disabilities. Clearfield Office

SERIES: 15518

3

TITLE: Word processing files

DATES: 1995-2011.

ARRANGEMENT:

DESCRIPTION:

These are letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard or floppy disks and are used to produce a hard copy which is then maintained in organized files.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Word processing files, GRS-2566.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302 (2008)
Controlled.	UCA 63G-2-304 (2008)