

## Retention and Classification Report

**Agency:** Department of Human Services. Division of Services to People with Disabilities.  
Richfield Office (2581)

, UT

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

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

**SERIES:** 16067

3

**TITLE:** Accepted Title XIX client assessment files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16068

3

**TITLE:** Administrative reference and reading files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16069

3

**TITLE:** Adult client case files

**DATES:** 1990-2011.

**ARRANGEMENT:**

**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. Richfield Office

**SERIES:** 16071

3

**TITLE:** Agency written history

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16072

3

**TITLE:** American express monitoring report

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16075

3

**TITLE:** Assessment and development procedure files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16073

3

**TITLE:** Building and equipment service files

**DATES:** 1990-2004.

**ARRANGEMENT:**

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 16074

3

**TITLE:** Children's client case files

**DATES:** 1990-2011.

**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.

**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. Richfield Office

**SERIES:** 16085

3

**TITLE:** Client and agency planning inventories and score sheets

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16076

3

**TITLE:** Committee and conference files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16077

3

**TITLE:** Construction project case files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16078

3

**TITLE:** Control files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16079

3

**TITLE:** Employee travel reimbursement files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16080

3

**TITLE:** Executive correspondence

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16081

3

**TITLE:** Human resource management rules

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16082

3

**TITLE:** Inactive small group home files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16083

3

**TITLE:** Indexes and check lists

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16084

3

**TITLE:** Interdepartmental transfer requests (DF 61)

**DATES:** 1990-2011.

**ARRANGEMENT:** none

**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.

**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. Richfield Office

**SERIES:** 16086

3

**TITLE:** Leave adjustment reports

**DATES:** 1990-2004.

**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 copy: 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. Richfield Office

**SERIES:** 16087

3

**TITLE:** Leave application files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16088

3

**TITLE:** Length of service awards file

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16089

3

**TITLE:** Mail control records

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16090

3

**TITLE:** Performance evaluation ratings

**DATES:** 1990-2004.

**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: 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. Richfield Office

**SERIES:** 16091

3

**TITLE:** Periodic budget reports

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16070

3

**TITLE:** Personnel records

**DATES:** 1990-2003.

**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. Richfield Office

**SERIES:** 16092

3

**TITLE:** Position descriptions

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16093

3

**TITLE:** Private vehicle files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16094

3

**TITLE:** Provider fact finding results and investigative reports

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16095

3

**TITLE:** Provider files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16096

3

**TITLE:** Provider list

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16097

3

**TITLE:** Publications

**DATES:** 1990-2004.

**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:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

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. Richfield Office

**SERIES:** 16098

3

**TITLE:** Purchase requisition files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16099

3

**TITLE:** Schedule six planning reports

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16100

3

**TITLE:** Technical reference files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16101

3

**TITLE:** Telephone bills

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16102

3

**TITLE:** Temporary personnel files

**DATES:** 1990-2005.

**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. Richfield Office

**SERIES:** 16103

3

**TITLE:** Title XIX waiting list files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16104

3

**TITLE:** Tracker trainer files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16105

3

**TITLE:** Transitory files

**DATES:** 1990-2004.

**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. Richfield Office

**SERIES:** 16106

3

**TITLE:** Unaccepted Title XIX client assessment files

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16107

3

**TITLE:** Warrant requests

**DATES:** 1990-2011.

**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. Richfield Office

**SERIES:** 16108

3

**TITLE:** Word processing files

**DATES:** 1990-2004.

**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)