

Retention and Classification Report

Agency: Department of Human Services. Division of Aging and Adult Services. Eastern Region (2726)

, UT

Records Officer: _____

17487 *Client case files

AGENCY: Department of Human Services. Division of Aging and Adult Services. Eastern Region

SERIES: 17487

3

TITLE: Client case files

DATES: 1990-2004.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of clients receiving services provided in or through the Division of Aging and Adult Services. Information includes name, social security number, telephone number, and living conditions.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy provided no pending action or litigation.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.