

Retention and Classification Report

Agency: Department of Workforce Services. American Fork Employment Center (2763)

751 E. Quality Drive
American Fork, UT 84003
801-492-4500

Records Officer: _____

19409 *Case management files

AGENCY: Department of Workforce Services. American Fork Employment Center

SERIES: 19409

3

TITLE: Case management files

DATES: 1990-2003.

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS) and now provided by The Dept. of Workforce Services. 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 AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until 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).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.