

## Retention and Classification Report

**Agency:** Department of Health. Center for Health Data and Informatics (2786)

288 North 1460 West  
Salt Lake City, UT 84116

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

23818	Health status survey reports
29952	Institutional Review Board protocols for clinical trials
30119	Internal Review Board meeting minutes
23819	Public health outcome measures report
23820	Publications
24202	Utah health status update

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 23818

3

**TITLE:** Health status survey reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological by date of publication.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function. The survey provides information related to the health status and health care delivery systems at statewide and health district levels.

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 23818

**TITLE:** Health status survey reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 29952

1

**TITLE:** Institutional Review Board protocols for clinical trials

**DATES:** 2009-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are maintained for research documentation including protocols and outcomes. The Institutional Review Board (IRB) reviews, approves, and monitors all research involving Department of Health clients. Information includes applications, research plans and protocols, IRB meeting minutes, and correspondence between the IRB and researchers.

**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:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 29952

**TITLE:** Institutional Review Board protocols for clinical trials

(continued)

**SECONDARY DESIGNATION(S):**

Controlled.	Utah Code 63G-2-304(2019)
Protected.	Utah Code 63G-2-305(1) and (4)(2019)

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 30119

3

**TITLE:** Internal Review Board meeting minutes

**DATES:** 2009-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These meeting minutes document the business of the Department of Health's Internal Review Board. The purpose of the board is to review human subjects research under US Department of Human Health and Services (DHHS) 45CFR-46, as well as conducts ethical consultations of projects that are not human subjects research.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

**AUTHORIZED:** 11-14-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records are considered permanent because they provide evidence of significant policy formulation and business processes of the government.

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 30119

**TITLE:** Internal Review Board meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Controlled Utah Code 63G-2-304(1) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2021.

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 23819

3

**TITLE:** Public health outcome measures report

**DATES:** 1998-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 23820

3

**TITLE:** Publications

**DATES:** 1994-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Center for Health Data and Informatics

**SERIES:** 24202

3

**TITLE:** Utah health status update

**DATES:** 1997-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public