

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services.
Cottonwood Office (2788)
6100 South Fashion Boulevard
Murray, UT 84107
801-281-5100

Records Officer: _____

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AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19791

3

TITLE: Child at risk case files

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document information collected by case workers on methods to assist children at risk. These risks include alcohol, drugs, gang activities, and other negative influences children are exposed to in their lives. Information includes case worker activity logs, progress reports, grade reports, correspondence, samples of student work assignments, and comments from teachers, principals, and counselors.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child at risk case files, GRS-2488.

AUTHORIZED: 02-01-1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after 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 Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19784

3

TITLE: Child protective services investigation case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 62A-4-513 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19756

3

TITLE: Client case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), State Office of Social Services (OSS), Aging and Adult Services (DAAS), and/or local discretionary funds. Two regions also carry programs for the Division of Mental Health (DMH), and the Division of Alcoholism and Drugs (DAD). The following record series are not included: adoptions (including interstate compact adoptions), foster care and interstate foster care files, substantiated and unsubstantiated child abuse/neglect files, the central register, ombudsman case files (elderly abuse), adult abuse case files, adult abuse central register, licensing files, all Training School and State Hospital Files. Client case files include but are not limited to the following types of eligibility and determination forms: Application for Financial, and Medical; Application for Social Services; Request for Expended Services (obsolete 11-87); Notice of Decision (income report); Certification of Handicapping Condition; Client Admission/Level of Care Determination; Child Abuse/Neglect Report; and Adult Protection/Spouse Abuse Report. Information includes name, birth certificates, social security number, car registrations and titles, court documents, medical reports, certification of tribal membership, lien agreements, guardianship orders, activity logs, surveys, progress notes, and permanency and individual service plans.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

AUTHORIZED: 05-29-2018

FORMAT MANAGEMENT:

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

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19756

TITLE: Client case files

(continued)

APPRAISAL:

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

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be retained for a minimum of five years.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19761

1

TITLE: Developmentally disabled/mentally retarded case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document handicapped services provided to persons with developmental and mental deficiencies. Information includes age, birthdate, family information, medical and dental information, psychiatric and psychological evaluations, intelligence quotient, and social security number.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19762

1

TITLE: Developmentally disabled/mentally retarded guidance case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document guidance services provided by the Department of Human Services, Division of Child and Family Services. Information includes name, social security number, intelligence quotient, psychological and psychiatric information, physical description, and family information.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19792

3

TITLE: Family preservation case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document individual and family counseling records for clients receiving services from the Division of Child and Family Services. Counseling and services may be ordered by the courts. Information includes activity logs, personal and family counseling reports, payment documents, court records, progress reports, medical information, and psychological and psychiatric information. There may be child protective services information included in these records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family preservation case files, GRS-2489.

AUTHORIZED: 02-01-1998

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19770

1

TITLE: Home management/homemaker services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document home management and homemaker services which provide assistance and support to families as primary care givers. This allows families to remain together and create a stable atmosphere for a cohesive family unit. Information includes family history, expenditures, employment history, living conditions, marital status, medical and dental information, and salary information.

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 1 year after 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 Utah Code 63G-2-302 (2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19789

1

TITLE: In home services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information gathered on juveniles who need protective supervision, protective counseling, or your services. Also, protective youth services, protective services supervision, protective service counseling, and protective family preservation records may be included in these files. Information includes psychological assessments, progress reports, and collateral agency data.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19790

1

TITLE: In home services with child abuse and neglect reports

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

Information gathered on juveniles who need protective supervision, counseling, or youth services. Also, these include cases where evidence of child abuse and neglect is present and has been documented by filing a child abuse and neglect report (Form 741) with the Division of Child and Family Services. Information includes psychological assessments, child abuse and neglect reports, health assessments, progress reports, and collateral agency reports.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-30 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 11372

3

TITLE: Personnel records

DATES: 1975-2003.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Complete work history of individual while employed by the State.

Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after after separation of employee and then destroy.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-303(2013)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19765

1

TITLE: Protective adult services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These file document services to adults in need of protective assistance. The Division of Child and Family Services intervenes on the behalf of adults and places them in a protective environment. Information includes family history, assets, debts, employment information, medical and dental information, and victim information.

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 1 year after 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 Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19766

1

TITLE: Protective child intervention case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to children needing protective intervention. Physicians, law enforcement officers, or persons in charge of medical facilities may intervene to retain custody of a child suspected of being abused or neglected for seventy-two hours without parental consent. Human Services must be immediately notified of this action. The department then may petition the courts for a protective order placing the child in a protective environment. Information includes family history, medical information, living conditions, physical description, and victim information.

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 1 year after 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:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19767

1

TITLE: Protective services counseling files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to clients requiring protective services counseling. Counselors provide services to victims of abuse and neglect who have been removed from the home after the issuance of a court order. Information includes family history, medical information, living conditions, physical description, and victim information.

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 1 year after 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:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19768

1

TITLE: Protective services supervision case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services provided to clients needing protective supervision. They are ordered to participate in programs to prevent abuse and neglect and are supervised and evaluated by the Division of Child and Family Services. Information includes family history, expenditures, living conditions, physical description, and victim information.

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 1 year after 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:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19763

1

TITLE: Protective services video records

DATES: 1990-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files and video tapes are created by contracted providers to document sexual abuse evaluations for use in litigation and court proceedings and to diagnose and suggest treatment for those victims of sexual abuse. They contain interviews with children eighteen and under who are the alleged victims of sexual abuse. The case files are used to support video interviews. These are related to Substantiated child abuse and neglect case files, 81728. UCA 62A-4-509 (1991), specifies that when either an oral or written report of alleged abuse or neglect is received, the Department of Human Services is obligated to conduct a thorough investigation. The investigation may include an inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, and his or her physical safety.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19764

1

TITLE: Protective youth services case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document services offered to youths by the Department of Human Services, Office of Family Services, pending their placement in foster care. UCA 78-3a-2 (1990), specifies that any person, official, or institution may petition the juvenile court for a protective order to prevent the abuse of a child. After the petition is filed, the court shall appoint a guardian to represent the child and to serve the best interest of the child (UCA 78-3a-20.5 (1992)). The Office of Family Services assists the court in placing the child in foster care.

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 1 year after 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 Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19777

1

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1985-2002.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19775

1

TITLE: Substantiated child abuse and neglect reports

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

This record series is a case file of reported damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of a report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from Abuse and Neglect Report 741 is put into the Central Register (which is an automated data record on the agencies local data system established by UCA 78-3b-12). This series includes the Child Abuse/Neglect Report (Form 741), a narration for services, a listing of the type of services, a rehabilitative treatment plan, and all other data collected as a result of an investigation.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and UCA 73-3c-3 (1992), which specifies that information is to be restricted in order to protect the parties involved in these actions.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19775

TITLE: Substantiated child abuse and neglect reports

(continued)

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19757

1

TITLE: Substitute care case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document care and services provided to a child under the age of 18 who has experienced severe emotional disturbances, physical disability, and social maladjustment and who has been in substitute care placement. The Department of Human Services obtains custody of the child by an order from Juvenile Court. Custody is given by the court when the child has been abused and/or neglected by the parent or guardian. The department can be granted voluntary custody of the child for up to 45 days with an agreement of the parent or guardian. The child remains in the department's custody until a parent or guardian has expressed the willingness and ability to resume permanent responsibility for the child or the court orders the child returned to the custody and home of the parent. Included are psychosocial evaluations, family studies, financial disclosures, treatment plans, progress notes, supportive services, court orders and Health and Education records and fees.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19757

TITLE: Substitute care case files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19758

1

TITLE: Substitute care supervision case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are records of services provided for the supervision of substitute care cases. The Division of Child and Family Services monitors substitute care providers to ensure the safety of children placed in foster care homes. Information includes name, family, and job information, marital status, address, and salary information.

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 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19776

3

TITLE: Unsubstantiated child abuse and neglect case files

DATES: 1985-1995.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

This record series is an report of alleged damage or threatened damage to the physical or emotional health and welfare of a child through neglect or abuse and includes causing non-accidental physical or mental injury, incest, sexual abuse, sexual exploitation, molestation, or repeated negligent treatment or maltreatment. Investigations are required upon receipt of an alleged report in an effort to protect the best interest of the children, offer protective services to prevent harm to the children, stabilize the home environment, and preserve family life when possible. Information from the Child Abuse and Neglect Form 741 is input into the Central Register (this is an automated data record on the agencies local data system established by UC 78-3b-12). This series includes the Child Abuse/Neglect Form 741, and all data collected as a result of an investigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 22 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and UCA 78-3c-3 (1978), which specifies that information is to be restricted in order to protect the parties involved in these actions.

AGENCY: Department of Human Services. Division of Child and Family Services. Cottonwood Office

SERIES: 19776

TITLE: Unsubstantiated child abuse and neglect case files

(continued)

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.