

Retention and Classification Report

Agency: Department of Workforce Services. Park City Employment Center (2883)

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Records Officer: _____

10925	*Case management files
13691	*Day care case files
07131	*Home energy assistance target program files
13694	*Medical excess payment files
13692	*Provider files
13695	*Voided medicaid card files

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 10925

3

TITLE: Case management files

DATES: 1979-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

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, and/or fiscal value(s).

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 10925

TITLE: Case management files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Psychological and psychiatric information

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 13691

3

TITLE: Day care case files

DATES: 1982-2003.

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

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 and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending litigation.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 7131

3

TITLE: Home energy assistance target program files

DATES: 1979-2003.

ARRANGEMENT: None

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Home energy assistance target program case files (heat), GRS-2569.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 13694

3

TITLE: Medical excess payment files

DATES: 1982-2003.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records document excess payments by clients for medicade cards.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical excess payment records, GRS-2576.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits. The original documents are retained by the Office of Recovery Services, Accounts Receivable Services.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 13692

3

TITLE: Provider files

DATES: 1982-2019.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

Contracts, applications, licensing data, and provider information for services of programs offered through the division. Information includes day care providers and licenses, occupational preferences and licenses, and social security number.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider files, GRS-2577.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 13692

TITLE: Provider files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Park City Employment Center

SERIES: 13695

3

TITLE: Voided medicaid card files

DATES: 1982-2003.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document records of medicade card payments that have been voided.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voided medical cards, GRS-2580.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private