

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Child and Family Services.
Oquirrh Office (2932)
2655 South 3800 West
West Valley, UT 84119

Records Officer: _____

25551	Adoption case files
23764	Child Protective Services case files
22166	Child and Family Services family case files

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

SERIES: 25551

3

TITLE: Adoption case files

DATES: [ca. 1996]-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Permanent. Retain for 25 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption case files, GRS-2477.

AUTHORIZED: 08-01-1995

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 transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Oquirrh Office
SERIES: 25551
TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Controlled

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

SERIES: 22166

3

TITLE: Child and Family Services family case files

DATES: 1998-

ARRANGEMENT: Alphabetical by client surname.

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DCFS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity logs, case plans, video recordings of parent visits with their children, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

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 Family case records, GRS-2492.

AUTHORIZED: 06-27-2024

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Oquirrh Office
SERIES: 22166
TITLE: Child and Family Services family case files

(continued)

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 100 years after case is closed and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

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

SERIES: 23764

3

TITLE: Child Protective Services case files

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 10.00 cubic feet.

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 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services. Oquirrh Office
SERIES: 23764
TITLE: Child Protective Services case files

(continued)

PRIMARY DESIGNATION:
Exempt UCA 62A-4-513