

Retention and Classification Report

Agency: Utah Nursing Assistant Registry (2936)

550 East 300 South
Kaysville, UT 84037-9947
801-547-9947

Records Officer: _____

21221	*Home health aide testing and certification records
21220	*Nursing assistant testing and certification records
22130	*Utah health technology certification center fiscal records

AGENCY: Utah Nursing Assistant Registry

SERIES: 21221

3

TITLE: Home health aide testing and certification records

DATES: 1988-2014.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records are created by the Utah Health Technology Certification Center at the Davis Applied Technology Center. These applications identify individuals who take the home health aide tests, their demographic data (name, social security number, birthdate, address, and phone number), and also include the written and skills testing results. The data are then entered into the computer database. When they pass the tests, a certificate is issued. Home health aids have no renewal requirement.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after certificate is issued and then destroy provided information has been transferred to computer database.

Computer data files: Retain in Office for 50 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Utah Nursing Assistant Registry

SERIES: 21221

TITLE: Home health aide testing and certification records

(continued)

PRIMARY DESIGNATION:

Private

UCA 63G-2-302(2)(d)

AGENCY: Utah Nursing Assistant Registry

SERIES: 21220

3

TITLE: Nursing assistant testing and certification records

DATES: 1988-2014.

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

These records are created by the Utah Health Technology Certification Center at the Davis Applied Technology Center. These applications identify individuals who take the nursing assistant tests, their demographic data (name, social security number, birthdate, address, and phone number), and also include the written and skills testing results. The data are then entered into the computer database. When they pass the tests, a certificate is issued. Nursing assistants are certified for two years, after which recertification is required.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after certificate is issued and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d)

AGENCY: Utah Nursing Assistant Registry

SERIES: 22130

3

TITLE: Utah health technology certification center fiscal records

DATES: 1991-2014.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document the fiscal operations of the Utah Health Technology Certification Center. The records include deposit receipts, authorized rehabilitation payment records, credit records, regional assessment center payment requests, refund requests, and quarterly billings.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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