

Retention and Classification Report

Agency: Children's Aid Society of Utah (2971)

652 26th Street
Ogden, UT 84401

Records Officer: _____

29854	Administrative records
29856	Articles of Incorporation
29841	Board minutes
29860	Case information records
29858	Institutional histories
29855	Newsletters
29859	Photographs
29857	Scrapbooks

AGENCY: Children's Aid Society of Utah

SERIES: 29854

3

TITLE: Administrative records

DATES: 1910-2000

ARRANGEMENT: Generally chronological.

DESCRIPTION:

These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, but do have authority to make internal policy decisions. Information includes the determinations and actions of the meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the structure and function of the Society.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Aid Society of Utah

SERIES: 29856

3

TITLE: Articles of Incorporation

DATES: 1910-1992

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains records documenting the incorporation and maintenance of the Society as a legal entity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Constitution and bylaws, GRS-43.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records have permanent historical value as documentation of the organization as a legal entity.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Aid Society of Utah

SERIES: 29841

3

TITLE: Board minutes

DATES: 1910-2009

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have permanent historical value as documentation of the highest-level administration, revealing the management and local influence of the organization.

AGENCY: Children's Aid Society of Utah

SERIES: 29841

TITLE: Board minutes

(continued)

PRIMARY DESIGNATION:

Private

The records in this series contain references to adoption of minors under the age of 21 that can be linked with specific individuals. This information is considered private for 100 years. (Utah Code 63G-2-310)

SECONDARY DESIGNATION(S):

Public.

All information in this series is considered to be public after 100 years. (Utah Code 63G-2-310)

AGENCY: Children's Aid Society of Utah

SERIES: 29860

3

TITLE: Case information records

DATES: 1936-1985

ARRANGEMENT: Chronological.

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 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

The records have permanent historical value as documentation of the services offered by the Society and as genealogical resources about individuals served.

PRIMARY DESIGNATION:

Private

This series contains personal info about parents and children that is considered private. Information about individuals over 21 is private for 75 years. Information about those under 21 is private for 100 years. (Utah Code 63G-2-310)

AGENCY: Children's Aid Society of Utah

SERIES: 29858

3

TITLE: Institutional histories

DATES: 1910-1995

ARRANGEMENT: Chronological by creation date.

DESCRIPTION:

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of local history and the organization's history.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Aid Society of Utah

SERIES: 29855

3

TITLE: Newsletters

DATES: 1963-2008

ARRANGEMENT: Chronological by publication date.

DESCRIPTION:

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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).

The records have permanent historical value as documents containing genealogical information and evidence of the organization's function within the community.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Aid Society of Utah

SERIES: 29859

3

TITLE: Photographs

DATES: 1990-2006

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

The records are documentation of the organization's events and people. They have permanent historical value in research and genealogy.

PRIMARY DESIGNATION:

Public

AGENCY: Children's Aid Society of Utah

SERIES: 29857

3

TITLE: Scrapbooks

DATES: 1917-1998

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the Society activity over time.

PRIMARY DESIGNATION:

Public