

Retention and Classification Report

Agency: Department of Human Services. Division of Services for People with Disabilities.
Central Region (3046)
195 North 1950 West
Salt Lake City
, UT 84116
801-538-4200

Records Officer: _____

24561 *Children's client case files
22959 *Personnel files

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Central Region

SERIES: 24561

3

TITLE: Children's client case files

DATES: 1993-2011.

ARRANGEMENT: Alphabetical by client last name

DESCRIPTION:

These files document assistance given to children through the Division of Services for People with Disabilities (DSPD). DSPD places physically challenged children in small group homes as part of a federal program to integrate them into the larger society. Participating children are under the age of twenty-two.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Children's client case files, GRS-2532.

AUTHORIZED: 06-01-1995

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 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Central Region

SERIES: 22959

3

TITLE: Personnel files

DATES: 1980-2003.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Central Region
SERIES: 22959
TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on 1997 Utah General Retention
Schedule, Schedule 13, Item 2.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008)