

Retention and Classification Report

Agency: Department of Workforce Services. Roy Employment Center (3167)

1951 West 5400 South
Roy, UT 84067
(801)776-2200

Records Officer: _____

24279 *Eligibility case files
25328 *Employment case management files

AGENCY: Department of Workforce Services. Roy Employment Center

SERIES: 24279

3

TITLE: Eligibility case files

DATES: 2002-2012.

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These case files document the complete case history of clients receiving services initially provided in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Roy Employment Center

SERIES: 24279

TITLE: Eligibility case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Workforce Services. Roy Employment Center

SERIES: 25328

3

TITLE: Employment case management files

DATES: 2002-2012.

ARRANGEMENT: Alphabetical by client last name

DESCRIPTION:

These files are used to monitor and record the progress of Family Support client cases. They also document the self sufficiency and income eligible child care programs. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The agency assists recipients through a system of counseling, information sharing, advocacy and the providing of support services. In addition, the Department of Workforce Services coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. Included are a narrative description of the case, histories of payment to the client, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. Information includes client name and contact information, social security number, date of birth, employment history, education history, occupational preferences, marital status and family information. May also include information on sanctions taken by the agency against client, and psychological and psychiatric data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Self sufficiency/child care eligibility case files, GRS-2572.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closure date and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Workforce Services. Roy Employment Center

SERIES: 25328

TITLE: Employment case management files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.