

## Retention and Classification Report

**Agency:** Department of Human Services. Foster Care Citizen Review Board Steering Committee (3189)  
1385 South State Street  
Salt Lake City, UT 84114-2501  
801-468-0154

**Records Officer:** \_\_\_\_\_

26973	*Annual reports
24566	*Case files
24567	*Dispositional reports
26976	*FINET payment records
26974	*Minutes
26975	*Policies and procedures

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 26973

3

**TITLE:** Annual reports

**DATES:** 1993-2008.

**ARRANGEMENT:** Chronologic

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**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 Office until agency closure and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 24566

3

**TITLE:** Case files

**DATES:** 1993-2008.

**ARRANGEMENT:** Alphabetical by child's last name

**DESCRIPTION:**

These records contain case files used to create a dispositional report. (see record series 24567) which is provided to the juvenile court with background information and recommendations for children placed in the Foster Care Program. Included are social summaries and progress summaries created by the Division of Child and Family Services (DCFS); worker, custody and placement histories; mental health assessments, court orders and caseworker activity logs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final review of case and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 24567

3

**TITLE:** Dispositional reports

**DATES:** 1993-2008.

**ARRANGEMENT:** Alphabetical by child's last name

**DESCRIPTION:**

The reports review the status of a child in foster care and make findings regarding compliance with law and policy. These reports are created after reviewing the case file (see record series 24566) which consists of records obtained from the Division of Child and Family Services (DCFS) and other sources. Reports conclude with recommendations to the juvenile court. Included are child's name, date of birth, sex and age; case number; and names of caseworker and judge.

**RETENTION:**

Retain for 21 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until agency closure and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 26976

3

**TITLE:** FINET payment records

**DATES:** 1993-2008.

**ARRANGEMENT:** Chronologic

**DESCRIPTION:**

These records contain FINET payment documents from the Foster Care Citizen Review Board Steering Committee. The agency was created in 1993 pursuant to UCA 78B-8-101 through 110. The agency was closed in November, 2008.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 26974

3

**TITLE:** Minutes

**DATES:** 1993-2008.

**ARRANGEMENT:** Chronologic

**DESCRIPTION:**

These are the minutes of the Foster Care Citizen Review Board Steering Committee from its inception in 1993 until the agency closed in 2008. Pursuant to UCA 52-4-7.5), et seq., written minutes shall be kept of all open meetings. Records may include agenda, meeting minutes, transcripts, and other supporting documentation.

**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 Office until closure of agency and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records contain the minutes of the Foster Care Citizen Review Board Steering Committee from 1993 through the closure of the agency in 2008.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Foster Care Citizen Review Board Steering Committee

**SERIES:** 26975

3

**TITLE:** Policies and procedures

**DATES:** 1993-2008.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Policies and procedures that govern the operation and administration of various programs within the organization.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until closure of agency and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document the activities of the Foster Care Citizen Review Board Steering Committee from its organization in 1993 pursuant to UCA 78B-8-101 through 110, until its closure in November, 2008.