

Retention and Classification Report

Agency: Department of Workforce Services. West Valley City Employment Center (3208)

2750 South 5600 West, Ste A
West Valley City, UT 84120
801-840-4400

Records Officer: _____

24929 *Client case files

AGENCY: Department of Workforce Services. West Valley City Employment Center

SERIES: 24929

3

TITLE: Client case files

DATES: 2002-2014.

ARRANGEMENT: Alphabetical by client last name.

DESCRIPTION:

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

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 until case is closed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 5 years after after case is closed and then delete.

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2019.