

Retention and Classification Report

Agency: Northeastern Counseling Center (Utah) (3512)

1140 West 500 South
Vernal, UT 84078
435-789-6300

Records Officer: _____

23039 Client case files (Northeastern Counseling Center)

AGENCY: Northeastern Counseling Center (Utah)

SERIES: 23039

3

TITLE: Client case files (Northeastern Counseling Center)

DATES: 1995-

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These are complete case histories of clients receiving services provided in or through a social services office (OSS). Programs are funded by the Division of Family Services (DFS), Services to the Handicapped (DSH), State Office of Social Services (OSS), Aging and Adult Services (DAAS), and/or local discretionary funds.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on 42 CFR 455.105 (1990), which specifies that these records be retained for a minimum of five years.

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(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)