

## Retention and Classification Report

**Agency:** Department of Workforce Services. Eligibility Services Division (4336)

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

20309	Eligibility case files
25439	Federal Food and Nutrition 209 Reports
25440	Food stamp fraud determination final orders
25438	Public assistance overpayment case files
17236	Quality Control Review files

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 20309

3

**TITLE:** Eligibility case files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services.

**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 for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years after case is closed or until administrative value met, whichever is greater and then delete.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept.

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 20309

**TITLE:** Eligibility case files

(continued)

of Workforces, against clients, documentation on target populations, and support services offered to clients.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2020.

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25439

3

**TITLE:** Federal Food and Nutrition 209 Reports

**DATES:** [ca. 1990]-

**ARRANGEMENT:** Chronological by federal fiscal quarter.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This series includes quarterly reports of food stamp overpayment account status. Information is gathered and these reports are compiled by the agency for the U. S. Department of Agriculture, Food and Nutrition Services, as per 7CFR271.8 (2003), 7CFR273.18 (2003), and the Food Stamp Act of 1977. Each report includes a summary section followed by raw data for the quarter. The reports are used by the agency for statistical purposes and are audited annually by the State Auditor.

**RETENTION:**

Retain for 7 year(s) or until administrative value met, whichever is greater

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 7 years or until administrative value met, whichever is greater and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25439

**TITLE:** Federal Food and Nutrition 209 Reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25440

3

**TITLE:** Food stamp fraud determination final orders

**DATES:** [ca. 1988]-

**ARRANGEMENT:** Numerical by Social Security number of ineligible customer.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents final determination in cases of intentional food stamp program violation or fraud. The records are maintained by the agency to document program fraud and provide grounds for disqualifying customers from future participation in the food stamp program as per federal regulation 7CFR273.16 (2003).

Documents in the series include court orders, administrative orders from the Department of Workforce Services, and voluntary acknowledgment documents signed by participants guilty of fraud.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 100 years and then destroy.

Computer data files: Retain in Office for 100 years or until administrative value met, whichever is greater and then delete.

**APPRAISAL:**

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

This retention is deemed by the agency to be necessary in order to meet the requirements of 7CFR273.16 (2003)

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25440

**TITLE:** Food stamp fraud determination final orders

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a) (2019).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25438

3

**TITLE:** Public assistance overpayment case files

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by client surname.

**ANNUAL ACCUMULATION:** 120.00 cubic feet.

**DESCRIPTION:**

This series contains case files documenting overpayment to public assistance recipients and efforts of the agency to recover overpayments. The files may contain a variety of documentation, including abstracts, correspondence, Notices of Agency Action, criminal information, garnishment-related materials, records of court action, and bankruptcy information.

**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 for 1 year after closure of case and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

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



**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 25438

**TITLE:** Public assistance overpayment case files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(a) (2019)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2020.

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 17236

3

**TITLE:** Quality Control Review files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case file.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This is a record of randomly selected client case files reviewed to measure the validity of entitlements, determine the error rate, provide a timely continuous flow of information on which to base corrective action at all levels of administration, and establish a state agency liability for errors that exceed National Standards. This series includes monthly reports, annual reports, program identification number, case number, review date, agency code number, type of aid (Supplemental Nutrition Assistance Program (SNAP), and Child Care), introduction, expense sheet, worksheet, computation sheet, Release Form, Birth Certificate, and Elements of Eligibility and Determination Form.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

**AGENCY:** Department of Workforce Services. Eligibility Services Division

**SERIES:** 17236

**TITLE:** Quality Control Review files

(continued)

Retention and maintenance of these records is based on 7 CFR 275.4(a), which specifies a retention of 3 years: "The State agency shall maintain Performance Reporting System records to permit ready access to, and use of, these records. Performance Reporting System records include monitoring records in addition to ME review records and QC review records... Precautions should be taken to ensure that these records are retained without loss or destruction for the 3-year period required by these regulations."

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(1)(a) (2020)

**SECONDARY DESIGNATION(S):**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.