

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Executive Medical Director. Utah  
Public Health Laboratory. (4608)

,

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

82103	Correspondence file
22045	Environmental bacteriology records
30410	Financial records
82101	Hazardous waste and chemical tests results
22047	Inorganic sample reports
16919	Law enforcement case files
16917	Medical Examiner toxicology case file reports
22049	Metal/radiochemistry data reports
13317	Microbiology test results
16918	Organic chemical sample reports
82102	Quality control test results
26582	Toxicology batch files
22048	Toxicology proficiency case files

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 82103

3

**TITLE:** Correspondence file

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical by unit

**DESCRIPTION:**

This series contains correspondence which provides unique information about agency functions, policies, procedures, and programs. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to the Center for Disease Control.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records have historical value as they document the history of the organization and its programs, policies, procedures, leadership, and decision-making processes.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 82103

**TITLE:** Correspondence file

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22045

3

**TITLE:** Environmental bacteriology records

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document the testing results of drinking water, swimming pools, surface water, and asbestos samples. Samples are collected by various state and non-state agencies, primarily by the Department of Environmental Quality. Test data are returned to the submitting agencies for their use. Information includes name and address where the report is to be sent, from where the sample was taken, the sample number, the date and time collected, and the test results.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22045

**TITLE:** Environmental bacteriology records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 30410

3

**TITLE:** Financial records

**DATES:** 2015-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records related to monies collected or paid in the conduct of business. Information may include bank records, invoices, revenue, expenses, and related accounting records.

**RETENTION:**

Retain for 7 year(s)

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 82101

3

**TITLE:** Hazardous waste and chemical tests results

**DATES:** 1978-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 9.50 cubic feet.

**DESCRIPTION:**

This is a record of the testing of hazardous wastes and chemicals samples. It is done to document the exposure of employees and the general public to these hazardous substances. This record includes analysis report, air sampling report, chain of custody record, sample data and laboratory report, hazardous waste characteristics report, total metals and other analyses, and asbestos bulk sample data sheet. Information includes the date and time the sample was collected, the individual who collected the sample, the sample type, the facility from which the sample was collected, the description of the sampling point, the date and time the sample was received by the lab, and the results of the laboratory tests.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

Microfilm master: Retain in Office for 75 years and then destroy.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 82101

**TITLE:** Hazardous waste and chemical tests results

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This record needs a long retention because hazardous chemicals pose a long-term health hazard to exposed individuals. This retention will suffice for most lifetimes. Microfilming is recommended to both save space and to provide security for the record.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22047

3

**TITLE:** Inorganic sample reports

**DATES:** 1975-

**ARRANGEMENT:** Numerical by sample number.

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These are the statistical analyses of water samples for inorganic pollution submitted to the lab by various state and nonstate agencies. The purpose of the analyses is to assure that contaminant levels in water sources do not exceed levels that are toxic to human health. The analytical results consist of raw data from inorganic and wet chemistry tests. The test data are then sent to the submitting agencies. Information may include the names and addresses where the reports are sent, the sample numbers, the dates and times collected, descriptions of the sample sites, the dates the samples were received and analyzed, the methods of analysis, and the results of the test.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants and meets the requirements established by 40 CFR 141.33 (2005).

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22047

**TITLE:** Inorganic sample reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 16919

3

**TITLE:** Law enforcement case files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by case number.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are laboratory analysis of samples sent to the Health Lab by Law Enforcement agencies investigating crimes. They contain requests for laboratory examination and toxicology reports. The information includes suspect name; agency, address, agency case number, and telephone number of the requester; offense committed; items to be examined; examination type; chain of possession; description of examination type specimen(s); and test results.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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 legal value(s). This disposition is based on the administrative needs and legal requirements as expressed by the agency. The analytical data is necessary to support the results shown on the analytical report. In a legal case, this information would be used to validate the report. A retention of seven years will suffice as it extends past the statute of limitations for most civil and criminal actions. Previous decision was two years in office and three years in the Records Center and then destroy.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 16919

**TITLE:** Law enforcement case files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 16917

3

**TITLE:** Medical Examiner toxicology case file reports

**DATES:** 1983-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files are the result of laboratory tests conducted by the Toxicology lab at the request of the Medical Examiner to help determine cause of death. They contain the case number; decedent name, age, race, sex, whether putrefaction was present; names of drugs prescribed or found, a summary of case, specimen type submitted for analysis; type of test requested; test results; employee who received the specimen and the date received; date of the report; and signatures of toxicologist and medical examiner.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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 legal value(s). This disposition is based on the administrative needs and legal requirements as expressed by the agency. The analytical data is necessary to support the results shown on the analytical report. In a legal case, this information would be used to validate the report. A retention of seven years will suffice as it extends past the statute of limitations for most civil and criminal actions. Previous decision was two years in office and three years in Records Center and then destroy.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 16917

**TITLE:** Medical Examiner toxicology case file reports

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22049

3

**TITLE:** Metal/radiochemistry data reports

**DATES:** 1975-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This series contains data used to identify the contents of metals and radiation in water and waste through the use of the following methods: graphite, inductivity couples plasma (ICP), inductivity coupled plasma mass spectrometry (ICP/MS), and radiological techniques. Samples are collected by various state and nonstate agencies, primarily the Department of Environmental Quality. Test data are returned to the submitting agencies for their use. Information includes names and addresses where the reports are sent, descriptions of sample sites, the sample numbers, the dates and times collected, and test results.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical and research value of information regarding environmental pollutants and contaminants and meets the requirements established by 40 CFR 141.33 (2005).

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22049

**TITLE:** Metal/radiochemistry data reports

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 13317

4

**TITLE:** Microbiology test results

**DATES:** 1969-

**ARRANGEMENT:** Chronological, thereunder numerical by laboratory number

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

Microbiology laboratory test results conducted by the Division of Laboratory Services, which also document demographic information on patient samples. Information includes results from HIV, virology, rabies, microbiology, and immunology/serology. Test information contains patient name, identification number, provider/routing codes, type of test ordered, specimen data and date collected, type of test requested, epidemiological data, viral culture, DNA testing, and animal information (when testing for rabies).

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 months and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. The thirty years is a typical retention for a medical record, and will allow ample time in case complications arise.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 13317

**TITLE:** Microbiology test results

(continued)

**PRIMARY DESIGNATION:**

Exempt UCA 26-25a (2008)

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 16918

3

**TITLE:** Organic chemical sample reports

**DATES:** 1984-

**ARRANGEMENT:** Numerical by sample number.

**DESCRIPTION:**

This series contains water sample analysis reports used to determine chemical pollution. The reports are submitted to the lab by the Division of Environmental Health and by private companies and individuals. Information includes organic residue analyses and reports for PCBs, organochlorine and organophosphorous pesticides, herbicides, purgeable halocarbons and aromatics, and base neutral/acid extractables. They may also include the names and addresses where reports are sent, sample numbers, dates and times of sample collections, names of persons who collected samples, sample site numbers, site descriptions, names of analysts, dates samples were received and analyzed, methods of analysis, and test results.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This disposition is based on the historical and research value of information regarding organic chemical pollutants and also meets the legal requirements established by 40 CFR 141.33 (2005).

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 82102

3

**TITLE:** Quality control test results

**DATES:** 1983-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are chemical analyses done to check the quality of the work done by the lab. This information is needed to document the accuracy of the lab work should it be challenged in court. This record series includes Water Analyses, Seed Control, Autoanalyzer, Atomic Absorption/Emission, Total Dissolved Solids, Specific Conductance, Turbidity, Total Suspended Solids, Flouride Analysis, Chloride Determination, Mercury Determination, Cyanide, Oil & Grease, and Ammonia Analysis Worksheets. Information includes the name of the analyst, the date of the test, and the test results.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years 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).  
This length of time will suffice for any legal challenges to the findings.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 26582

3

**TITLE:** Toxicology batch files

**DATES:** 2001-

**ARRANGEMENT:** Chronological by date of test.

**ANNUAL ACCUMULATION:** 8.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to conduct toxicology analysis for law enforcement agencies and the Office of the Medical Examiner. Records include raw, processed, and supplementary batch data used to determine levels of drug, alcohol, and other poisons in biological fluids associated with a crime. Records document calibration and quality control measures, and also include test summary lists.

**RETENTION:**

Retain for 7 year(s)

**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 and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.  
**SERIES:** 26582  
**TITLE:** Toxicology batch files

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(b)(2015)

**SECONDARY DESIGNATION(S):**

Exempt. Utah Code 26-3-7(2013)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.

**AGENCY:** Department of Health and Human Services. Executive Medical Director. Utah Public Health Laboratory.

**SERIES:** 22048

3

**TITLE:** Toxicology proficiency case files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case file number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These case files are used to audit the lab's proficiency in drug analysis testing by examining randomly selected samples. The samples are blood and urine specimens sent to the lab by various agencies for testing. Information includes date received, date processed, name of originating agency and test results.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public