

Retention and Classification Report

Agency: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement. (4612)

,

Records Officer: _____

18475	Case process review files
23519	Fatality review files
23735	Qualitative Case Review case stories

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 18475

3

TITLE: Case process review files

DATES: 1995-

ARRANGEMENT: Numerical

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office until audit or review is completed and then destroy.

Computer data files: Retain in Office until audit completed and then delete.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits and reviews.

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 18475

TITLE: Case process review files

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 23519

3

TITLE: Fatality review files

DATES: 1994-

ARRANGEMENT: Chronological by death date, thereunder alphabetical by decedent last name.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records are a compilation of files from the different divisions within Human Services. Each division has a Fatality Review committee that documents assistance that had been given to the deceased person. Included in the records are the committee's minutes and their final reports. These records are used to ensure that the Department of Human Services is adequately providing the assistance that it should be. They are also used to make policy and procedure recommendations for the department.

RETENTION:

Permanent. Retain for 7 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: 03/2001

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 23519

TITLE: Fatality review files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (27)(2008).

SECONDARY DESIGNATION(S):

Private
Controlled

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 23735 3

TITLE: Qualitative Case Review case stories

DATES: 1999-

ARRANGEMENT: Chronological by year of review, thereunder by region, thereunder numerical by QCR case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The case story is a report by the lead reviewer which contains background information on the Division of Child and Family Services client and an analysis of how well the division delivered services to the client. The records may include correspondence and supporting documentation of the case review.

RETENTION:

Permanent. Retain for 6 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: 10/2001

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 1 year 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.

Computer data files: Retain in Office for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are related to the David C. settlement case.

AGENCY: Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement.

SERIES: 23735

TITLE: Qualitative Case Review case stories

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private

Controlled