

# Retention and Classification Report

**Agency:** Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement. Office of Service Review.

,

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

18475	Case process review files
23519	Fatality review files
26450	Performance Studies
23735	Qualitative Case Review case stories

**AGENCY:** Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement. Office of Service Review.

**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: 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. Office of Service Review.

**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. Office of Service Review.

**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: 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.

**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. Office of Service Review.

**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. Office of Service Review.

**SERIES:** 26450

3

**TITLE:** Performance Studies

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement. Office of Service Review.

**SERIES:** 26450

**TITLE:** Performance Studies

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f), UCA 63G-2-302(2)(d)

**AGENCY:** Department of Health and Human Services. Operations. Division of Continuous Quality and Improvement. Office of Service Review.

**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: 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.

**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. Office of Service Review.

**SERIES:** 23735

**TITLE:** Qualitative Case Review case stories

(continued)

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private

Controlled