

Retention and Classification Report

Agency: Department of Health and Human Services. Community Health and Well-Being.
Division of Family Health. (4635)

Records Officer: _____

30801	Ages and Stages Questionnaire (ASQ) records
30934	Division training and education records
30120	Executive correspondence
28490	Informed consent authorization for pre-abortion ultrasonic i
30916	Needs assessments

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30801

3

TITLE: Ages and Stages Questionnaire (ASQ) records

DATES: 2010-

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These records provide information on child developmental milestones to the parents and providers as part of early childhood intervention. They are used by educational and medical providers to recognize developmental delays and provide appropriate support. Information includes general information (such as the answers to the ASQ screening questions, and results) and personal identifiable information (PII) (such as child name, parents' name, birth date, address, phone number, email, child ID). PII is collected to provide parents with developmental information about their child. PII is used for research, shared with authorized medical and educational providers to provide appropriate services to families, and for program improvement purposes. The legal authority for these purposes may be found in Utah Code 26B-8-402 and 26B-8-406.

RETENTION:

Retain for 18 year(s) after date of birth or until expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2024

FORMAT MANAGEMENT:

Paper: Retain in Office until child is 18 or until consent is revoked, whichever is sooner, and then destroy.

Computer data files: Retain in Office until child is 18 or until consent is revoked, whichever is sooner and then delete.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30801

TITLE: Ages and Stages Questionnaire (ASQ) records

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 (2023)

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30934

3

TITLE: Division training and education records

DATES: 2016-

ARRANGEMENT: Alphabetical by attendee surname.

DESCRIPTION:

These records document training attendees, demographics, contact information, expectations, and accommodations for attendees of trainings. See Utah Code 26B-7-113 (2023).

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training administration records, GRS-150.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 years and then delete.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 through 408

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30120

3

TITLE: Executive correspondence

DATES: 2016-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain the correspondence of Directors, Deputy Directors, Chief Information Officers, and others as identified at the Division of Family Preparedness (Department of Health). Information may include incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of the Division.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are considered historical because they provide evidence of significant policy formulation and business processes of the government, as well as evidence of our government's conduct of political and/or interstate relations.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30120

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(61) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2021.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 28490

3

TITLE: Informed consent authorization for pre-abortion ultrasonic imaging

DATES: 1996-

ARRANGEMENT: Numerical by Department of Health authorization number

DESCRIPTION:

These records document patient authorization to receive an ultrasonic imaging procedure prior to abortion. Supplied information includes patient's name, date of birth, demographic data, referring physician, estimated gestational age, verification of abortion counseling, and date of service. The department collects this information, as required by state law, in order to provide and pay for pre-abortion ultrasounds.

RETENTION:

Retain for 7 year(s) after separation or until date of birth

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 7 years after last visit or until four years past 18 birthday, whichever is greatest and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 28490

TITLE: Informed consent authorization for pre-abortion ultrasonic imaging

(continued)

PRIMARY DESIGNATION:

Private

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

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Family Health.

SERIES: 30916 3

TITLE: Needs assessments

DATES: 2019-

ARRANGEMENT: Chronological by date of completion.

DESCRIPTION:

These records document needs assessments conducted by or on behalf of the Division of Family Health in order to inform decisions regarding proposed or existing programs or projects. Records include needs assessment and survey data, and are created in fulfillment of the Division's mandates found in Utah Code 26B-1-201(2)(g), 26B-1-202(41), 26B-1-216, and 26B-4-318.

RETENTION:

Retain for 10 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and project analysis records, GRS-1277.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years after resolution of issue and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-107 (2024), and Utah Code 26B-8-406 through 26B-8-408