

Retention and Classification Report

Agency: Department of Health and Human Services. Community Health and Well-Being.
Division of Population Health (4636)

Records Officer: _____

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

SERIES: 31158

3

TITLE: 2024 Project Success health needs assessment

DATES: 2024-

ARRANGEMENT: Database.

DESCRIPTION:

These records are survey data on health behaviors, chronic disease, and injury status among members of Utah's African American and Black population. Aggregate data are shared with community members to inform programs and interventions to improve health outcomes. See Utah Code 59-14-807, 26B-7-113. Records include respondent demographics (age, sex, county, race/ethnicity, income, education), health behaviors, health status, community and social conditions, and survey completion. Privacy Annotation: Purpose Personal identifying information (PII) is collected, maintained, or used: Respondent demographics (age (in years), sex, race/ethnicity, county of residence) were collected to understand whether respondents were representative of the population and to analyze differences in health behaviors, and health-related outcomes by demographic characteristics. DHHS suppression rules will be applied for cells where populations are below a count of 11. IP addresses were collected as part of the Qualtrics survey setup. List of PII: Respondent demographics (sex, age (in years), race/ethnicity, county); health data; IP addresses. See Utah Code 59-14-807, 26B-7-113.

RETENTION:

Retain for 3 year(s)

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 and then delete.

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

SERIES: 31158

TITLE: 2024 Project Success health needs assessment

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-4

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

SERIES: 16922

3

TITLE: Administrative rule records

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the records used in the creation and revision of administrative rules within the jurisdiction of the Division of Population Health. This series includes reports of the Division's decision-making process, rule analysis forms, public comment and the Division's response and analysis of those comments. See Utah Code 26B-1-202 and 63G-3. Privacy annotation: List of personal data included: name, phone number, fax number, email address, and mailing address Purpose personal data is collected, maintained, or used: Sometimes individuals include their demographic and/or contact information in their public comment. This is voluntary, but helpful to facilitate contact. Individuals may be contacted to be notified their comment was received and reviewed, request more information, or be notified if any action has resulted from their comment. Demographic information facilitates assessment of whether all key stakeholders have commented, and assists in organizing information the public comment. These comments, including any personal identifying information, are public. Legal authority for collecting, keeping, or using personal data: Utah Code 63G-3.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health
SERIES: 16922
TITLE: Administrative rule records

(continued)

has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government. These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs; specifically, Utah Code section 63G-3-102(1) and 63G-3-6.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2025) and 63G-3-301(4)(a) (2025)

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

SERIES: 81553

3

TITLE: Annual work program staffing plan

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report documenting the real costs to the agency for employees on cost to date, projected, and budget figures. The information includes the employee's name, grade, and step; the amount budgeted for benefits and for salary; the year to date cost; the projected cost; and the amount that the actual cost exceeded or fell short of the projections.

RETENTION:

Retain for 6 month(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 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

The record copy of this is kept in the Department of Administrative Services. This record has only administrative value.

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

SERIES: 81553

TITLE: Annual work program staffing plan

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 31497

3

TITLE: Budget records

DATES: 2022-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations. See Utah Code 26B-1-3. Information includes budget requests, proposals, and reports documenting the status of appropriations. Privacy annotation: List of personal data included: name, job title, Employee Identification Number (EIN), salary and benefit information. Purpose personal data is collected, maintained, or used: to identify employees and calculate payroll requirements. Legal authority for collecting, keeping, or using personal data: Utah Code 26B-1-3.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

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

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

SERIES: 31497

TITLE: Budget records

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-301(2b, k) (2025)

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

SERIES: 31318

3

TITLE: Chronic disease case files

DATES: 1994-

ARRANGEMENT: Database.

DESCRIPTION:

These are the records related to the Office of Health Promotion's work to prevent, delay, and detect the onset of chronic diseases such as cancer, diabetes, cardiovascular, and pulmonary diseases. They are used to provide various services to individuals such as health screenings, health coaching, or healthcare access assistance. Information includes test results such as blood tests, pap smears, mammograms, etc.; and health history information such as smoking status, blood pressure, biometric measures, social work assessments, patient interaction notes, administering provider, consent forms, race, ethnicity, insurance information, income, etc. See Utah Code 26B-7-227. Privacy annotation: List of personal data included: Name, date of birth, address, phone number, email address, medical records, race, ethnicity, insurance ID numbers, gender. Purpose personal data is collected, maintained, or used: To provide interventions and services to individuals, and keep records for each individual's health history. Legal authority for collecting, keeping, or using personal data: Utah Code 26B-1-202 and 26B-8-402.

RETENTION:

Retain for 7 year(s) after final action

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:

Computer data files: Retain in Office for 7 years after expiration of program eligibility and then delete.

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

SERIES: 31318

TITLE: Chronic disease case files

(continued)

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 Population Health

SERIES: 81566

3

TITLE: Clinical laboratory proficiency testing results

DATES: 1983-

ARRANGEMENT: Alphabetical by lab name

DESCRIPTION:

These are the results of tests conducted to determine the quality of the work performed by the laboratory as a whole. This is required by both the Clinical Laboratories Improvement Act of 1967 (42 USCA 263a) and by Medicare regulations. See 21 CFR 600.11 and 42 CFR 405.1904(b). This includes Intra-state Blood Alcohol Proficiency Testing, Bacteriology Proficiency Testing Test Results, Syphilis Serology Test Results, Blood Alcohol Check List, and Immunology Check List. Information includes the name and address of the laboratory, the name of the laboratory director and technologist, the date of the test, the method used, the date reported, the type of test conducted, and the test results.

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: 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 destroy.

APPRAISAL:

These records have administrative value(s). This activity is required by federal regulations, but the regulations set no specific retention. In that case, the provisions of the Paperwork Reduction Act of 1981 apply, which state that these records should be held for three years. See 5

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

SERIES: 81566

TITLE: Clinical laboratory proficiency testing results

(continued)

CFR 1320.

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

SERIES: 81552

3

TITLE: Collection transmittal advice

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the form used to transmit checks and cash received by the division to the Division of Finance. The information includes the division, the date payment was received, the receipt number, the check number, the low organization number, the cash code, the name of the payor, the amount and means of payment, and the reason for the payment.

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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

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

This record tracks the movement of money through the division. As such it is subject to audit. Once the audit period has ended or the audit has been conducted, the record may be destroyed.

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

SERIES: 31186

3

TITLE: Contact information

DATES: 2025-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These records are collections of contact information such as mailing lists or address books. They include digital and physical record formats and are used by a variety of software resources, such as newsletter services or digital business card platforms. The information contained in these records is not linked to private health information or other sensitive data. Contact information associated with case files or specific types of correspondence is under those series. It is typically obtained directly from the person to be contacted, with consent, for incidental correspondence. It may be kept for future use and not yet linked with specific correspondence. These records are used for collaborating with internal and external partners, disseminating information via mass communications such as email newsletters, and other matters to accomplish the business of the Division of Population Health. See Utah Code 26B-7-113, -202, and -227. Information includes name, phone number, email address, mailing address, job title, preferred language, professional association(s) such as employer, etc. Privacy annotation: Purpose personal identifying information (PII) is collected, maintained, or used: Personal identifiers are collected to facilitate communication between the Division of Population Health and individuals regarding the issues pertinent to each individual. List of PII: Name, phone number, email address, mailing address, job title, preferred language, professional association(s) such as employer, etc. Legal authority for collecting, keeping, or using personal data: See Utah Code 26B-7-2.

RETENTION:

Retain until superseded or until end of the calendar year that the records cover

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health
SERIES: 31186
TITLE: Contact information

(continued)

APPROVED: 05/2025

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or until end of calendar year after unsubscribed and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(o) (2025)

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

SERIES: 31317

3

TITLE: Cooperative agreement/grant applications and reports

DATES: 1994-

ARRANGEMENT: Alphabetical by name, thereunder chronological by date.

DESCRIPTION:

These records document grants received or awarded by governmental entities. These files are used to qualify for funds, report on grant objectives, and compare current data with accomplishments that were made in previous budget/grant years. Information includes proposed and achieved grant activities to achieve requirements outlined in the federal notice of funding opportunity. Records also describe proposed and actual use of grant funds such as services and products purchased; employees hired, including employment records; and services rendered, including to individuals when required. See Utah Code 26B-1-301. Privacy annotation: List of personal data included: demographic information, health screening results (when screening was provided using grant funds), employment records. Purpose personal data is collected, maintained, or used: to fulfill grant reporting and evaluation requirements. Legal authority for collecting, keeping, or using personal data: Utah Code 26B-1-202 and 26B-8-402.

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

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

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

SERIES: 31317

TITLE: Cooperative agreement/grant applications and reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(b,i) and (3)(d,q) (2025)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(a,b,o) (2025)

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

SERIES: 16927

3

TITLE: Daily time record

DATES: 1984-

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These are the time sheets prepared by staff members who do work related to medicaid and medicare. A record of time spent on these programs is needed to ensure that the state gets reimbursed by the federal government. These time sheets include the employee's name, job title and grade; the period of the report; the name of the office, and bureau; the employee's and supervisor's signatures; the signature of the approving officer in the division of Health Care Financing; and a daily record of the employee's time.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is produced for audit purposes, but a copy is sent to Health Care Finance Division. Discussion with that division shows that federal auditors review their copy. The copy at the lab therefore may be destroyed once its administrative value has ended.

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

SERIES: 16927

TITLE: Daily time record

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 81554

3

TITLE: Data collection form

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an internal management form used by the division to keep track of the work flow in the division so that staff resources can be efficiently allocated. This is the raw data used to compile workload reports. This includes the report month, the specimen type, and the number of specimens reported out and examinations performed by day and type.

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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
As raw data, this information only needs to be kept to verify the workload reports. A three year retention will meet this administrative need according to the staff.

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

SERIES: 16914

3

TITLE: Director's correspondence

DATES: 1970-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

This is the correspondence generated by the division director. This record includes incoming and outgoing correspondence between the division and the other Health divisions, federal agencies, local governments, and members of the public.

RETENTION:

Permanent. Retain for 3 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: 03/1987

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.

Microfiche duplicate: For records beginning in 1970 through 1980. Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1970 through 1980. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are of long-term value because they document the activities of the division as a whole and show its policies, achievements, and activities.

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

SERIES: 16914

TITLE: Director's correspondence

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 31483

3

TITLE: Disease reporting transitory records

DATES: 1981-

ARRANGEMENT: Database.

DESCRIPTION:

The Division of Population Health monitors diseases and other conditions that may threaten the health of Utahns. To accomplish this, healthcare providers report certain disease information electronically. Often, the structure of the original message is only readable by computers, such as HL7. Then, they are translated by other applications into more usable formats, such as case files. This series describes the original messages received by healthcare providers. The more usable formats are included in other series such as series 82996. Once the reports have been translated into other formats, these records are kept for short-term data analysis or quality assurance of the reporting systems. Information includes the name and contact information of person or entity reporting the case; the physician and hospital with which the case is affiliated; source of disease; symptoms; laboratory results; diagnosis; treatments; clinical information, including mortality status; and patient demographic information. See Utah Code 26B-8-402 (amended 2023), 26B-1-202 (2)(y,aa-dd) (amended 2025), and Utah Administrative Code R386-702 (effective 2024). Privacy annotation: List of personal data included: Demographic information, contact information, medical records, case ID number, travel history Purpose personal data is collected, maintained, or used: Investigation, disease surveillance, intervention, contact tracing, research, reporting to public health authorities, data sharing as allowed in Utah Code 26B-7-(217-220) Legal authority for collecting, keeping, or using personal data: see above.

RETENTION:

Retain for 1 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health
SERIES: 31483
TITLE: Disease reporting transitory records

(continued)

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year or until administrative need, whichever is less and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).
These records have legal value based on the usefulness to document and protect the rights and interests of an individual or organization, to demonstrate compliance with laws and regulations, or to meet other legal needs. Specifically, Utah Administrative Code R386-702 (effective 2024).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-7-217 through 220

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

SERIES: 31484

3

TITLE: Disease surveillance system documentation

DATES: 2009-

ARRANGEMENT: Database.

DESCRIPTION:

The Division of Population Health develops and uses various software resources to accomplish its mission of assessing and mitigating public health threats. The records in this series are used to facilitate operations and quality assurance of these systems. Some records include personal data such as user credentials and access logs. These records are essential to providing shared applications that facilitate rapid and effective responses by public health authorities at all levels to emerging threats to individuals and communities. Information includes metadata including data quality reports and user logs. See Utah Code 26B-1-202(2)(y,aa-dd) (2025), 26B-8-402 (2023), and Utah Administrative Code R386-702 (2024). Privacy annotation: List of personal data included: Demographic information, contact information, usage logs, user and case ID numbers. Purpose personal data is collected, maintained, or used: To collaborate with public health partners, ensure data privacy and security, and facilitate effective functioning of data systems. Legal authority for collecting, keeping, or using personal data: see above.

RETENTION:

Retain until superseded or obsolete

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule System documentation, GRS-16598.

AUTHORIZED: 11-24-2025

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or obsolete and then delete.

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

SERIES: 31484

TITLE: Disease surveillance system documentation

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-7-217 through 220

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

SERIES: 31088

3

TITLE: ESSENCE exports - syndromic surveillance data

DATES: 2013-

ARRANGEMENT: Numerical by encounter number and unique patient identifier.

DESCRIPTION:

ESSENCE (Electronic Surveillance System for the Early Notification of Community based Epidemics) is a tool that allows the Division to export data from BioSense, the CDC (Centers for Disease Control and Prevention)-housed database for syndromic surveillance data. Syndromic surveillance data is electronic patient encounter data received from emergency departments, urgent cares, and primary care facilities. The Division uses this data for disease trend monitoring and early detection of novel threats. Privacy Annotation: This data includes PII, including patient encounter date, patient ID number, demographics of patient (age, race, ethnicity, sex), and residency of patient (as granular as zipcode). The Division is authorized to collect this PII under Utah Code 26B-7-2 and 26B-1-202. It is necessary to collect PII to be able to monitor trends and detect threats in specific populations, allowing for as granular a public health response as possible. Further, syndromic surveillance can be used to identify undiagnosed cases in facilities, and PII allows public health to follow up with physicians about potentially missed reportable cases.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2025

FORMAT MANAGEMENT:

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

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

SERIES: 31088

TITLE: ESSENCE exports - syndromic surveillance data

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-7-217 through 220

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

SERIES: 31500 3

TITLE: Fiscal year closing documents

DATES: 2022-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are final versions of budgets that document the actual spending of the Division of Population Health each year. They may be certified by a budget officer and filed with the state auditor and/or the Office of Finance. See Utah Code 26B-1-3. Privacy annotation: This record series does not contain personal data.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government. These records are historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

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

SERIES: 31500

TITLE: Fiscal year closing documents

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-301(j,q) (2026)

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

SERIES: 31501

3

TITLE: Healthcare workforce analysis records

DATES: 2022-

ARRANGEMENT:

DESCRIPTION:

These are records from the National Healthcare Safety Network (NHSN) and long-term care facilities (LTCF) that describe flu vaccination status of healthcare workers at each healthcare facility. These are maintained to keep an accurate record of the readiness and safety of the healthcare workforce in Utah, and mitigate risk to patients from preventable diseases. These are typically spreadsheets acquired through surveys or exported from NHSN. See Utah Code 26B-8-402, Utah Administrative Code R386-705, and R432-40. Privacy annotation: List of personal data included: vaccine status. Purpose personal data is collected, maintained, or used: to ensure adequate and specific follow-up for facilities that are at the highest risk. Legal authority for collecting, keeping, or using personal data: Utah Code 26B-8-402 (2023).

RETENTION:

Retain for 1 year(s) after final action

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:

Computer data files: Retain in Office for 1 year after publication of report and then delete.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 31501

TITLE: Healthcare workforce analysis records

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-8-406 through -408

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

SERIES: 31259

3

TITLE: Identifiable public health studies

DATES: 2024-

ARRANGEMENT: Alphanumerical by name and ID number.

DESCRIPTION:

These records enable the evaluation of public health threats and their impacts on healthcare utilization and patient outcomes. These studies focus on communicable diseases, chronic conditions, environmental hazards, injuries, or any combination of these epidemiological interests. See Utah Code 26B-1-202 and 26B-7-2. See also Utah Administrative Code R386-702 and 703. Records include medical records, healthcare utilization statistics, housing records, demographics, and consent forms. To protect the data's privacy and security, personal data may be removed from records before final disposition. Privacy annotation: Purpose personal identifying information (PII) is collected, maintained, or used: PII is collected to allow linkage between data sets. List of PII: Name, date of birth, social security number, address, phone number, email address, housing records, medical records (including but not limited to vaccine data, weight, blood pressure, diabetes, discharge diagnosis from hospitals/ER, ambulance visits, substance use history). See Utah Code 26B-8-402 and 409.

RETENTION:

Retain for 1 year(s) after end of project or program

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:

Computer data files: Retain in Office for 1 year after end of project or program and then delete.

Paper: Retain in Office until scanned and then destroy.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health
SERIES: 31259
TITLE: Identifiable public health studies

(continued)

APPRAISAL:

These records have administrative value(s).
Projects commonly generate publications (series #23805), and include a post-publication review period of approximately 12-18 months. The end of the project or program occurs after the post-publication review period has concluded.

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 through 408

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

SERIES: 16923

3

TITLE: Impounded Animals Advisory Committee meetings minutes

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of the meetings of the Impounded Animals Advisory Committee. This committee is charged with the responsibility for establishing the rules and policies for the use of impounded animals for laboratory use. This record includes the date of the meeting, the place of the meeting, the individuals present, the issues discussed, and the decisions reached.

RETENTION:

Permanent. Retain for 4 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: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 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). As a policy making body, the record of the activities of the committee are of permanent value.

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

SERIES: 16926

4

TITLE: Impounded animals records

DATES: 1985-

ARRANGEMENT: Alphabetical by lab name

DESCRIPTION:

Requisition, transfer, and receipt of animals by laboratories records, used to track animal from impoundment to final disposition. Includes requisition of impounded animals and record of transfer and receipt of impounded animal, name and address of the requisitioning institution, name and address of the impounding agency, certificate number of the requisitioning institution, requisition date, animal species requested, size and sex of animals requested, number and date required, name and address of the requesting individual, a description of the transferred impounded animal, reason why animal was impounded, dates of transfer and receipt, physical condition of the animal when received, use made and final disposition of animal, euthanized date, method used, and signatures of the investigator and of the supervisor of the animal facility.

RETENTION:

Retain for 5 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 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. Cruelty of animals is a class B misdemeanor (UCA 76-9-301). The statute of limitations for a class B misdemeanor is two years, however the agency requires an additional three

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

SERIES: 16926

TITLE: Impounded animals records

(continued)

years. Previous decision was two years and then destroy.

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

SERIES: 16916

3

TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

These are invoices sent by the division for services rendered. This record includes the date of the invoice, the name of the client, the amount billed, and the type of test performed.

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: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This record is needed in the office for one year to enable the staff to answer billing enquiries. A three year retention is established for audit purposes.

PRIMARY DESIGNATION:

Public

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 Population Health

SERIES: 16913

3

TITLE: Laboratory Advisory Committee administrative files

DATES: 1978-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the record of the members of the above committee, their qualifications for the position, and their activities. It includes resumes of the committee members, copies of letter(s) from the governor thanking outgoing member(s) for their work on the committee, routine requests for information, and appointment letters to the members advising them of their appointment and of the duties and responsibilities of the position. Personal information on the members includes birthplace, date of birth, educational level, employer, employment history, job position information, marital status, membership in groups, name, occupation, occupational licenses, sex, and publications.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until individual is no longer member of the board and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Information as to the individuals who made up the committee and their qualifications are of long term value and should be retained permanently.

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

SERIES: 16913

TITLE: Laboratory Advisory Committee administrative files

(continued)

PRIMARY DESIGNATION:

Public Information relating to the members' qualifications and activities.

SECONDARY DESIGNATION(S):

Private. All other information.

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

SERIES: 16912

3

TITLE: Laboratory Advisory Committee meetings minutes

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of the meetings of the Laboratory Advisory Committee which formulates the policies and procedures for the State Health Lab. It includes the date of the meeting, the place of the meeting, the names of the individuals present, the items discussed, and any decisions reached.

RETENTION:

Permanent. Retain for 3 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: 03/1987

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). As the board is an advisory body, the record of their meetings is of long term historical value. According to the office staff, they have a potential administrative need for the record for four years.

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

SERIES: 31427

3

TITLE: Non-positive communicable disease events

DATES: 1981-

ARRANGEMENT: Database.

DESCRIPTION:

The Division of Population Health monitors diseases and other conditions that may threaten the health of Utahns. To accomplish this, healthcare providers report certain disease information electronically. For some conditions, negative, equivocal, or indeterminate test results are reportable and used for data analysis after the removal of identifying information about the patient. The records in this series are those original reports sent from healthcare providers. See Utah Code 26B-1-202(2)(y,aa-dd) (2025), 26B-8-402 (2023), and Utah Administrative Code R386-702 (2024). Information includes medical test results, date, geographic data. Privacy annotation: These records do not contain personal data.

RETENTION:

Retain for 18 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2026

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 18 months after receipt of report and then delete.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 31427

TITLE: Non-positive communicable disease events

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-7-217 through -220

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

SERIES: 81549

3

TITLE: Payroll information report

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report generated by the division for payroll purposes of those individuals whose work week fell outside the normal forty hour parameters. This is used by personnel to generate accurate pay checks. The information includes the organization name and code numbers, the names of the employees, the amount of payroll advance pay back, the employee's social security number and grade, for hourly employees the hourly rate and the hours worked, the amount of leave without pay claimed, and the period of the report.

RETENTION:

Retain for 1 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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is a duplicate copy. The original is sent to the Bureau of Personnel where they retain it for the full retention period. This copy needs only to be kept for administrative purposes.

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

SERIES: 81549

TITLE: Payroll information report

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 31316

3

TITLE: Public health statistical data

DATES: 1936-

ARRANGEMENT: Database.

DESCRIPTION:

These records are statistics of any conditions relevant to the public health, including communicable diseases, non-communicable conditions, syndromes, chronic conditions, and environmental hazards. The Division of Population Health collects this information in order to promote and protect the public health and to prevent and control disease. Records are commonly in dashboards, which may be available to local, state, and federal government agencies or the public. Information includes demographic information, health statistics, birth and death statistics, behavioral statistics such as crime or overdose data, geographic information, and similar. This record series does not include personal data.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2025

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

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

SERIES: 31316

TITLE: Public health statistical data

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-406 through 408

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

SERIES: 23805

3

TITLE: Publications

DATES: 1959-

ARRANGEMENT: Chronological

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

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

SERIES: 81550

3

TITLE: Receipt books

DATES: 1983-

ARRANGEMENT: Numerical by receipt number

DESCRIPTION:

These are receipts for payments received for the various services offered by the lab. The information includes the payment date, the payer's name and address, the reason for payment, and the amount and means of payment.

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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until audited and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This record is subject to audit. Once the record has been audited, or the audit period has expired, the record may be destroyed.

PRIMARY DESIGNATION:

Public

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

SERIES: 31188

3

TITLE: Refugee Health case files

DATES: 1996-

ARRANGEMENT: Database.

DESCRIPTION:

The Refugee Health Program is required to provide a health screening to all recently arrived refugees, to connect them with follow-up care, and to report on the common health conditions. These records are case files for clients of the Refugee Health Program. They include physical exams, medical history, mental health assessments, disease screenings, immunizations, investigation/case notes, and referrals as applicable. They are used to satisfy federal reporting requirements and for real time reporting and collaboration across state agencies, healthcare and mental health providers, refugee resettlement staff, local public health authorities, and others as authorized by statute. See Utah Code 26B-7-2, 26B-1-202, Federal Refugee Act of 1980, and Utah Administrative Code R388-804 "Special Measures for the Control of Tuberculosis". Information includes physical exam/medical history, mental health assessment, tuberculosis screening, parasite screening, lab panels, immunizations, follow-up of overseas findings, if applicable, referral to follow-up care and additional screenings. Privacy annotation: Purpose personal identifying information (PII) is collected, maintained, or used: To provide interventions and services to individuals, keep records for each individual's health history, general trend analysis, and other public health activities as allowed. List of PII: Name, date of birth, country of birth, address, phone number, email address, medical records, laboratory results, vaccine history, race, ethnicity, insurance ID numbers, gender identity, country of origin, geographic region, visa type, language, asylum documents (if applicable), foster care records (if applicable) See Utah Code 26B-7 and 26B-8

RETENTION:

Retain for 22 year(s) after date of birth or for 7 year(s) after case is closed, whichever is greater

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.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health
SERIES: 31188
TITLE: Refugee Health case files

(continued)

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 22 years after date of birth or until 7 years after case is closed, whichever is greater and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt Utah Code 26B-7-217 through 220, and 26B-8-406 through 408.

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

SERIES: 81546

3

TITLE: Telephone call record

DATES: 1985-

ARRANGEMENT: none

DESCRIPTION:

This is a record of long distance telephone calls made by division personnel. The record is reviewed by the Management Services Coordinator to verify the calls before payment is authorized. This is a management tool for controlling costs. The information includes the date, the number called, the length of the call, and the cost.

RETENTION:

Retain for 1 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 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has no other value than administrative.

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

SERIES: 31163

3

TITLE: Utah cancer registry

DATES: 1966-

ARRANGEMENT: Database.

DESCRIPTION:

These records are used for public health surveillance, monitoring trends in cancer incidence, mortality, and monitoring the effectiveness of cancer prevention efforts and control measures. The data is used to undertake and support research and evaluation, and data sharing. The records are also used as allowed and in accordance with those duties outlined in Utah Code 26B-8-401 through 26B-8-410, and 26B-7-227. These records include patient case files which include the following personal information: name, contact information, demographics, medical records, insurance information, medical provider information, geographic location, health outcomes and medical provider information. The Department is authorized to use the personal data for the purposes listed above, pursuant to Utah Code 26B-8-401 through 26B-8-410, 26B-1-202(18), (25-30), and 26B-7-227. See also Utah Administrative Code R384-100.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2025

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).
These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made

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

SERIES: 31163

TITLE: Utah cancer registry

(continued)

environment.

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-8-406 through 26B-8-408

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

SERIES: 31431 3

TITLE: Working files

DATES: 2001-

ARRANGEMENT: Chronological.

DESCRIPTION:

Working documents, correspondence, recommendations and related records. Includes notes of non-public meetings without historical value.

RETENTION:

Retain for 1 year(s) after end of project or program

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:

Computer data files: Retain in Office for 1 year after end of project or program and then delete.

APPRAISAL:

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

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

SERIES: 81555

3

TITLE: Workload reports

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the annual workload reports compiled from the data collection form. This is used by division management to keep track of the quantity of work in the division and to identify long-term trends. This includes the report period, the type of specimen, and the number reported out and examined by each type of specimen.

RETENTION:

Retain for 15 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 15 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

The report itself should be kept for 15 years as the staff indicated that this is the period of time for which they have need. Recently, the record has been compiled on a personal computer. A three year retention will allow them to make any changes due to error and is consistent with the retention for the raw data.