

Retention and Classification Report

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

,

Records Officer: _____

83011	Administrative files
83012	Data summary files
83018	Disease correspondence
83005	Environmental/occupational hazards investigation files
83019	Epidemiology studies program files
30121	Executive correspondence
83013	Immunization Program correspondence
23396	Immunization inventory records
83001	Laboratory test results
83000	Legal case files
83007	Project files
24223	Publications
84306	Toxic shock syndrome patient computer data base file
07540	Tuberculosis active case charts
29786	USIIS Agreements

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

SERIES: 83011

3

TITLE: Administrative files

DATES: 1960-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records contain Bureau specific business-related correspondence which provides unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. These records may also contain medical and disease control information and administrative subject files. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

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 Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then transfer to State Archives 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.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable
SERIES: 83011
TITLE: Administrative files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on value of records in documenting agency achievements, financials, policies, programs and functions.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201 (2019)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

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

SERIES: 83012

3

TITLE: Data summary files

DATES: 1908-2009

ARRANGEMENT: Alphabetical by disease

DESCRIPTION:

These are morbidity statistics for all reportable diseases and diseases of public health importance. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. They are used for federal, state, and local agencies, the general public, and for the functioning and management of the Bureau. Includes information by year, county, month, as well as by age and sex distribution.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

APPRAISAL:

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

These records are governed by UCA 26-6-1 to 20 and by UCA 26-25-1 to 5.

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

SERIES: 83012

TITLE: Data summary files

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 83018

3

TITLE: Disease correspondence

DATES: 1960-

ARRANGEMENT: Alphabetical by program.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records contain Bureau specific disease-related correspondence; which provides unique information about agency functions, policies, procedures, or programs within Epidemiology. These records document material discussions and decisions made regarding variant diseases, and may originate on paper, electronic mail, or other media. Records may include correspondence between the Division and the Lab, doctors and patients, internal communications, and agency-to-agency correspondence.

RETENTION:

Permanent. Retain for 5 year(s)

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:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

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

SERIES: 83018

TITLE: Disease correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2019)

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

SERIES: 83005

3

TITLE: Environmental/occupational hazards investigation files

DATES: 1979-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

As stated in the Utah Code [UCA 26-6] of Communicable Disease rules, these are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short- and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Records include epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analysis of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred, lab results, physician, symptoms, treatments, recommendations to alleviate exposures, if any, and conclusions of investigations.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office permanently.

Paper: Retain in Office until scanned provided administrative need ends.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable
SERIES: 83005
TITLE: Environmental/occupational hazards investigation files

(continued)

APPRAISAL:

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

These records are required under UCA 26-6-1 to 31 and UCA 26-25-1 to 5.

PRIMARY DESIGNATION:

Exempt UCA 26-6

SECONDARY DESIGNATION(S):

Private. UCA 63-G-2-302

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

SERIES: 83019

3

TITLE: Epidemiology studies program files

DATES: 1972-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of incoming and outgoing correspondence related to the operations of the Epidemiology Studies Program. Includes financial, medical, and patient information regarding environmental and occupational exposures; policies, procedures, rules, regulations, and ordinances; and general program operational files.

RETENTION:

Permanent. Retain for 5 year(s)

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:

Paper: Retain in Office for 3 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.

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

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

Computer data files: Retain in Office permanently.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable
SERIES: 83019
TITLE: Epidemiology studies program files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Disposition based on research value in documenting correspondence, achievements, functions, environmental and occupational exposures addressed by and other information relating to the Epidemiology Studies program.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (Effective 01/01/12)

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

SERIES: 30121

3

TITLE: Executive correspondence

DATES: 2018-

ARRANGEMENT: Database.

DESCRIPTION:

These records are the executive correspondence of the Bureau of Epidemiology. Executives may include Director, Deputy Director, Chief Information Officer, and others as designated. The records document agency-related business and provide 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 until separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years after 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 insight into the workings of government and interstate relations.

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

SERIES: 30121

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 Population Health. Office of Communicable Diseases.

SERIES: 23396

3

TITLE: Immunization inventory records

DATES: 1993-

ARRANGEMENT: Alphabetical by category.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains vaccine inventory information used to conduct inventory reconciliations. The inventories provide medical documentation for vaccines given to state and county health departments and to private providers. Information includes vaccine orders, vaccine shipment and receiving documents, and billing statements.

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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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. Office of Communicable

SERIES: 23396

TITLE: Immunization inventory records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

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

SERIES: 83013

3

TITLE: Immunization Program correspondence

DATES: 1967-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

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:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

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

SERIES: 83013

TITLE: Immunization Program correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

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

SERIES: 83001

3

TITLE: Laboratory test results

DATES: 1982-

ARRANGEMENT: Alphabetical by patient name

DESCRIPTION:

This record is used to assist in the collection of lab test results and to complete patient medical records and verifications of diagnoses. Most reports date from 1977. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Information includes date received, date reported, lab number, patient's name, age, sex, and address; date specimen collected and source of specimen; physician's address and telephone number; and results of the test.

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: 07/1989

FORMAT MANAGEMENT:

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

Paper: Retain in Office until scanned and then destroy.

APPRAISAL:

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

These files are governed by UCA 26-6-1 to 25 and UCA 26-25-1 to 5. The information from these lab slips is recorded by the bureau staff onto the patient case file.

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

SERIES: 83001

TITLE: Laboratory test results

(continued)

PRIMARY DESIGNATION:

Exempt

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

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

SERIES: 83000

3

TITLE: Legal case files

DATES: 1970-

ARRANGEMENT: Alphabetical by case name

DESCRIPTION:

This is a record file of civil suits and related legal matters of the Bureau of Epidemiology and its programs. These are both open and closed cases. These files may include expert witness testimony provided by the Bureau at trial, depositions, correspondence with law firms, subpoenas, and medical records included in court action, requests from patients for release of medical records to attorneys, physicians, and hospitals.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil case files, GRS-2034.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after case is closed and then destroy.

Microfilm master: Retain in Office for 10 years after case is closed and then destroy.

Computer data files: Retain in Office for 10 years after case is closed and then delete.

APPRAISAL:

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

This record is governed by UCA 26-6-1 to 20 and UCA 26-25-1 to 25.

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

SERIES: 83000

TITLE: Legal case files

(continued)

PRIMARY DESIGNATION:

Private Closed cases. UCA 63-G-2-302

SECONDARY DESIGNATION(S):

Protected. Open cases. UCA 63-G-2-305

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

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

SERIES: 83007

3

TITLE: Project files

DATES: 1982-

ARRANGEMENT: Chronological by year thereafter alphabetical by surname.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files facilitate the administrative operation of financial resources of the Bureau of Epidemiology and its programs. Includes Appropriation Request, Program Plans, Workload Requests, Budget Planning, Fiscal Year Budget Files, Work Program Revisions, Performance Plans, Contracts and Grant "notices of award." Additionally, it contains correspondence, policies, directives for A-95 review and grant preparation, Notification of Intent and federal grant application instructions/procedures, and block grant files.

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: 07/1989

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 fiscal value(s).

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

SERIES: 83007

TITLE: Project files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

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

SERIES: 24223

3

TITLE: Publications

DATES: 1938-

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on communicable diseases, regulations for disease control, and other issues addressed by the Bureau of Epidemiology and its precursors. Consists primarily of isolated publications not part of a more specific series.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

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

SERIES: 24223

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

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

SERIES: 84306

3

TITLE: Toxic shock syndrome patient computer data base file

DATES: 1976-

ARRANGEMENT: Chronological

DESCRIPTION:

As stated in the Utah Code [UCA 26-6] of Communicable Disease Rules, these files are used to collect and maintain detailed medical records on suspect and confirmed TSS cases for epidemiological investigations, research, and historical and legal purposes. As stated in the Utah Code of Communicable Disease Rules, the Department of Health uses this information to help protect the public health and control and prevent disease. Includes information from Toxic Shock Syndrome Worksheet and information from complete 1980 case/control study used in litigation nationwide. Information from the Toxic Shock syndrome Worksheet includes case number; report date; date patient was interviewed; patient's name, address, telephone number, age, sex, race, date of birth, date of illness, place and date of hospitalization, and personal physician; information on menstruation; symptoms; type, brand, and use of sanitary napkins; medications; lab results; and blood pressure. This is a data base that is only a stand alone unit and used as a reference and information base at the present time.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable
SERIES: 84306
TITLE: Toxic shock syndrome patient computer data base file

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).
These records are governed by UCA 26-6-1 to 31 and UCA 26-25-1 to 5.

PRIMARY DESIGNATION:

Exempt UCA 26-6

SECONDARY DESIGNATION(S):

Private. UCA 63-G-2-302

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

SERIES: 7540

3

TITLE: Tuberculosis active case charts

DATES: 1961-

ARRANGEMENT: Alphabetical by local health district

DESCRIPTION:

As stated in the Utah Code [UCA 26-6] of Communicable Disease Rules, these are the medical records of those individuals in the state who have had tuberculosis and whose disease is either in transmission or have died. They include Tuberculosis Investigation, Case Information, Request for Tuberculosis Contact and Tuberculin Reactor Follow-up, Request for Roentgenological Interpretation, and Tuberculin Skin Testing Worksheet. Information includes age, birthplace, brothers and sisters, condition of living quarters, current and past addresses, date of birth, employer, ethnic group, marital status, medical information, military service, name, name of kin, national origin, number of children, occupation, physical characteristics, race, sex, signature, telephone number the results of tuberculin tests, and a complete record of the patient's treatment.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

Computer data files: Retain in Office for 50 years and then delete.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable
SERIES: 7540
TITLE: Tuberculosis active case charts

(continued)

APPRAISAL:

These records have administrative value(s).

An extended retention period is necessary because the disease may re-occur. Most patient charts are reopened within a 10 year period. The office staff has requested an office retention period of 10 years for this reason. A fifty year retention is needed to cover the normal life span of the patients. Microfilming is recommended due to the length of the retention.

PRIMARY DESIGNATION:

Exempt UCA 26-6

SECONDARY DESIGNATION(S):

Private. UCA 63-G-2-302

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

SERIES: 29786

3

TITLE: USIIS Agreements

DATES: 1999-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

Agreements with clinics, hospitals, providers, daycares and schools to enroll and/or participate with USIIS. Agreements with individuals within the aforementioned organizations as a user to access the information within the USIIS system: 1) Agreements that enroll facilities to participate in USIIS; these facilities include private and public healthcare clinics, hospitals, pharmacies, other healthcare facilities, child care facilities and private and public schools. 2) Agreements with individuals employed by the aforementioned organizations as users to access the USIIS application and its data.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: For records prior to and including 2018. Retain in Office for 7 years and then destroy.

Computer data files: For records beginning in 2018 and continuing to the present. Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

These agreements are necessary for the function of USIIS database as long as they are in use.

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

SERIES: 29786

TITLE: USIIS Agreements

(continued)

PRIMARY DESIGNATION:

Public Enrollment agreements

SECONDARY DESIGNATION(S):

Private. User agreements