

## Retention and Classification Report

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

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

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**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:** 83009

3

**TITLE:** Bureau of epidemiology personnel files

**DATES:** 1966-2019.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are personnel records of each employee presently working in the Bureau of Epidemiology. Records include hiring documents, performance plans, yearly evaluations, leave records, specific personnel actions pertaining to each employee, position description questionnaires, etc.

**RETENTION:**

Retain for 30 year(s) after separation

**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 5 years after employee terminates and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

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

**SERIES:** 14093

3

**TITLE:** CHESSE study reports

**DATES:** 1960-1980.

**ARRANGEMENT:** none

**DESCRIPTION:**

Community Health and Environmental Surveillance Systems (CHESSE) records. Includes family data sheets, medical care surveys, etc. Includes study on Accute respiratory disease.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: 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 administrative, and/or legal value(s).

This index is governed by UCA 26-6-1 to 20 and UCA 26-25-1 to 5. House Bill #6 section 4 and 5 also govern the retention of this record.

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

**SERIES:** 14093

**TITLE:** CHESS study reports

(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:** 82998

3

**TITLE:** Communicable disease case file index/ line listings

**DATES:** 1965-2009.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is an index of easily accessible basic patient and statistical information regarding reportable communicable diseases. As stated in the Utah Code of Communicable Disease Rules, the information enables the Department to protect the public health, and prevent and control disease. Includes patient's case number, name, address, race, sex, and age; the report source and the date reported; the date of onset of the disease; the attending physician; the patient's hospital; lab results; disease specification or type, if applicable; and the date the form sent to Center for Disease Control, if applicable. Some of the diseases include amebiasis, ascariasis, botulism, campylobacter, coccidiomycosis, Colorado tick fever, cytomegalovirus, other encephalitis, encephalitis (etiology unknown), giardiasis, Guillain Barre syndrome, hepatitis, Histoplasmosis, hookworm, hydatid, influenza, Kawasaki syndrome, Legionellosis, leprosy, lyme, malaria, meningococcal, pertussis, plague, pneumonia, psittacosis, animal rabies, Reye syndrome, rheumatic fever, rubella, rubeola, salmonella, shigella, slow virus, toxic shock syndrome, tularemia.

**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.

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

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). This index is governed by UCA 26-6-1 to 31 and 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:** 82998

**TITLE:** Communicable disease case file index/ line listings

(continued)

**PRIMARY DESIGNATION:**

Exempt                      USC 26-6

**SECONDARY DESIGNATION(S):**

Private.                      USC 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:** 82996

3

**TITLE:** Communicable disease case files and index

**DATES:** [ca. 1936]-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These files are kept in order to maintain a concise, accurate and historical record of reportable communicable diseases and epidemiological investigations. As stated in the Utah Communicable Disease Rule, the reports enable the Department of Health and Human Services to protect the public health, and prevent and control communicable disease. These records include investigations for all reportable communicable diseases and conditions; also includes original incoming and copies of outgoing correspondence related to the above epidemiological investigations. Information may include basic patient information (name, age, sex, address, telephone number, email, race and ethnicity); the name and contact information of person or entity reporting the case, and the physician and hospital with which the case is affiliated; case-contact information; source of disease; symptoms; laboratory results; diagnosis; treatments; clinical information, including mortality status; exposure information; vaccine history; travel history; and other supporting information collected during disease investigations. See Utah Code 26B-7-2 Detection and Management of Chronic and Communicable Disease, 26B-2-221, and 26B-1-202 (26-30). See also Communicable Disease Rule (R386-702).

**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.

**AGENCY:** Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable  
**SERIES:** 82996  
**TITLE:** Communicable disease case files and index

(continued)

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 historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues. 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 environment. These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

**PRIMARY DESIGNATION:**

Exempt USC 26-6

**SECONDARY DESIGNATION(S):**

Private. USC 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:** 30938

1

**TITLE:** Communicable disease public health surveys

**DATES:** 2024-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records are surveys conducted to better understand factors influencing public health behaviors that inform interventions to improve public health and monitor trends overtime. See Utah Code 26b-1-202(30) (2024) and 26B-7-113 (2023). Records may contain survey data about an individual's public health, knowledge, attitudes and behaviors, which may include demographic information.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**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. Office of Communicable Diseases.

**SERIES:** 6597

4

**TITLE:** Confidential morbidity report

**DATES:** | 1977-2009.

**ARRANGEMENT:** Alphabetical by local health department

**DESCRIPTION:**

These are physician's reports which advise the bureau of cases of tuberculosis within the state. When this report is received by the bureau, a case chart is opened which is sent to the Bureau of Epidemiology and, from there, to the Federal Center for Disease Control in Atlanta, Georgia. The chart is then returned to the Bureau of Chronic Disease Control. Included in these records are the patient's name, age, race, sex, address, date of birth, and county of residence; disease found; report date; laboratory test(s) results; and physician submitting report.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until report is returned from Atlanta and then file in individual TB case files.

**APPRAISAL:**

The purpose of this report is notify the state that a case of TB has been diagnose. The state must then to notify the Centers for Disease Control. Information contained in this report is found in the patient's case chart.

**PRIMARY DESIGNATION:**

Private

**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:** 23407

3

**TITLE:** Epidemiology Newsletter

**DATES:** 1963-2019.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains newsletters from the Bureau of Epidemiology. From 1963 to 1970, the Bureau issued a weekly bulletin called the "Morbidity Statistical Report." In mid-1970 the weekly reports changed over to a monthly newsletter called the "Communicable Disease Newsletter." In 1992 the name was changed to the "Epidemiology Newsletter." The newsletters include information on various matters related to communicable diseases in Utah. Most issues also include a weekly or monthly morbidity schedule, which documents occurrences of certain communicable diseases within Utah counties and the state as a whole.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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.

Microfiche master: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2003 and continuing to the present. Retain in Office permanently.

**AGENCY:** Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable  
**SERIES:** 23407  
**TITLE:** Epidemiology Newsletter

(continued)

**APPRAISAL:**

These records have historical value(s).  
Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**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:** 10564

4

**TITLE:** Food service and program records

**DATES:** 1970-2009.

**ARRANGEMENT:** Chronological by date of inspection.

**DESCRIPTION:**

This series contains records used in the evaluation of food service and summer programs. Information may include administrative surveys, regulations, health laws, policies and procedures, facility inspection reports, program correspondence, education, FDA, standardization, and investigation records. It also contains food sanitation contracts from local health departments.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1995

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfiche master: Retain in Archives for 10 years and then destroy.

Microfiche duplicate: Retain in Archives for 10 years and then destroy.

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

**SERIES:** 10564

**TITLE:** Food service and program records

(continued)

**APPRAISAL:**

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

These records have legal value as they are created under UCA 26-15-8 (1991).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 14092

3

**TITLE:** Historical cohort pieces

**DATES:** ca. 1877-1948.

**ARRANGEMENT:** by ward or stake, thereunder chronological

**DESCRIPTION:**

This series is comprised of LDS membership records from several wards in western Millard County that at one time were all part of the LDS Deseret Stake. The records in State Archives possession are microfilm copies that were obtained from the LDS Church, presumably for use in some kind of study of communities by the Department of Health. The records include some Millard/Deseret Stake member records, as well as member records from the Delta 1st, 2nd, and 3rd Wards, the Deseret Ward, and the Hinckley Ward. The member records include such documents as membership rolls, records of births, blessings, baptisms, priesthood ordinations, and deaths.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm 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 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:** 19533

3

**TITLE:** Millard County arsenic studies

**DATES:** 1972-1981.

**ARRANGEMENT:**

**DESCRIPTION:**

Studies of the health effects of arsenic in drinking water.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfiche duplicate: 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).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83022

3

**TITLE:** Miscellaneous reference materials

**DATES:** 1970-2019.

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

This is a file of medical reference information that assists in the operation of the Bureau and its programs. Includes various medical journals, publications, federal and state publications, morbidity and mortality weekly reports from the Center for Disease Control dating from 1970, NIOSH publications on environmental and occupational issues, AIDS-specific reference materials, pamphlets, etc.

**RETENTION:**

Retain until superseded

**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 until updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

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

**SERIES:** 83014

3

**TITLE:** Morbidity cards

**DATES:** 1983-2020.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records contain patient information on reportable communicable diseases. 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 and epidemic infections. Information includes patient's name, age, sex, race, address; name of disease, date reported, and date of onset; laboratory data; report by number of cases only; physician's name, address, and telephone number; and information on venereal disease, tuberculosis and viral hepatitis, if appropriate.

**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 5 years and then destroy.

**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 5.  
The information on these cards is recorded by the bureau staff onto the Communicable Disease Case File Index/Line Listing.

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

**SERIES:** 83014

**TITLE:** Morbidity cards

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63-G-2-302

**SECONDARY DESIGNATION(S):**

Exempt. UCA 26-6

**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:** 14094

3

**TITLE:** Surveillance reports

**DATES:** 1971-2019.

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

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

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**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:**

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

**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:** 82999

3

**TITLE:** Toxic shock syndrome patient files

**DATES:** 1976-2020.

**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 Toxic Shock Syndrome Worksheet and the complete 1980 case/control study used in litigation nationwide. Information in 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.

**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:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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:** 82999  
**TITLE:** Toxic shock syndrome patient files

(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

**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:** 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:** 6596

4

**TITLE:** Tuberculosis register cards

**DATES:** i 1940-1978.

**ARRANGEMENT:** Alphabetical by district.

**DESCRIPTION:**

These are summary cards documenting treatment that tuberculosis patients receive. These cards were created from information contained in older closed charts.

Included in these records are the patient's name, age, birth date gender, nationality, ethnicity, race, marital status, name of kin, occupation, employer, current and past addresses, medical information, military service, social security number, telephone number. A complete record of the patient's treatment including the results of laboratory tests and X-rays, and a complete record of the patient's contacts while contagious including the contact's name and address, relationship to the patient, age, sex, race, the date, type and results of tuberculin tests, the date, size, x-ray results, and any remarks.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

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

This retention period was set to ensure that this information would be available if any of these patients should have a relapse. A 30 year retention period should be adequate to cover the life span of these patients.

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

**SERIES:** 6596

**TITLE:** Tuberculosis register cards

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**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