

Retention and Classification Report

Agency: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Multi-Agency State Office Building
195 North 1950 West
Salt Lake City, UT 84116

Records Officer: _____

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AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.
SERIES: 30872
TITLE: Administrative Rule records
DATES: 2001-
ARRANGEMENT: Chronological.
DESCRIPTION:

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This is information used by the Healthcare Information and Analysis Programs (HIAP) when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)). Also may include records and other information used by HIAP to support rulemaking decisions.

RETENTION:

Retain permanently

DISPOSITION:

May 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:

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

APPRAISAL:

These records have administrative, and/or legal value(s).
These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30872
TITLE: Administrative Rule records

(continued)

PRIMARY DESIGNATION:
Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30873

3

TITLE: Attorney opinions

DATES: 1992-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records are copies of legal interpretations of the Attorney General's office written at the request of the Health Information and Analysis Program (HIAP) asking for guidance in enforcing, obeying, and/or interpretation of the law.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30884

3

TITLE: Contracts

DATES: 1992-

ARRANGEMENT: Numerical by transaction ID.

DESCRIPTION:

These records document the agency's administrative function to account for contracts of service. These records document contracts and related expenditures. Information includes the terms of the contract, payment requirements, authorizing signature, and related correspondence.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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:

Computer data files: Retain in Office for 7 years after contract expires or is terminated and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30875

3

TITLE: Data - All Payer Claims Database - processed data

DATES: 2008-

ARRANGEMENT: Database.

DESCRIPTION:

Data suppliers for the All Payer Claims Database send raw data files to the designated data management vendor on a monthly basis as required by Utah Administrative Code R428-15. Processed data known as "Data Marts" are provided to the Program by its data management vendor. Note: In compliance with legislation requiring a Privacy Annotation for all record series (Utah Code 63A-12-115 (2024)), direct identifiers collected for these records have been included in a Department-approved submittal guide for purposes of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently 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 contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.

SERIES: 30875

TITLE: Data - All Payer Claims Database - processed data

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30893

3

TITLE: Data - All Payer Claims Database - raw data

DATES: 2008-

ARRANGEMENT: Database.

DESCRIPTION:

Data suppliers for the All Payer Claims Database send raw data files to the designated data management vendor on a monthly basis as required by Utah Administrative Code R428-15. Processed data known as "Data Marts" are provided to the Program by its data management vendor. Note: In compliance with legislation requiring a Privacy Annotation for all record series (Utah Code 63A-12-115 (2024)), direct identifiers collected for these records have been included in a Department-approved submittal guide for purposes of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s). Administrative need remains as long as data is being requested by and provided to internal or external researchers or entities, applicable contractual requirements remain in effect, or data is needed for Department use.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.

SERIES: 30893

TITLE: Data - All Payer Claims Database - raw data

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30877 3

TITLE: Data - Consumer Assessment of Healthcare Providers and Systems (CAHPS) and Healthcare Effectiveness Data and Information Set (HEDIS) databases

DATES: 1996-

ARRANGEMENT: Database.

DESCRIPTION:

The Program receives summary, de-identified data from the data suppliers and/or vendor for internal validation and analysis. Note: In compliance with legislation requiring a Privacy Annotation for all record series (see Utah Code 63A-12-115 (2024)), the above record series does not include personal identifying information; the collection, analysis and dissemination of the data is authorized by the Health Data Authority Act, Utah Code Title 26B, Section 8, Part 5.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently 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 contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.

SERIES: 30877

TITLE: Data - Consumer Assessment of Healthcare Providers and Systems (CAHPS) and Healthcare Effectiveness Data and Information Set

(continued)

PRIMARY DESIGNATION:

Exempt

Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30876

3

TITLE: Data - Healthcare Facilities Database - processed data

DATES: 1992-

ARRANGEMENT: Database.

DESCRIPTION:

Data suppliers for the Health Care Facilities Database send raw data files to the designated data management vendor on a monthly and quarterly basis as required by administrative rule. Raw/staging and processed data files are processed by a contracted vendor and then loaded into a common database. Program may download the raw/staging or processed data onto DHHS servers depending on business need. See Utah Administrative Rule 428-10. Legal Authority is R428-10 "Health Data Authority Healthcare Facility Data Reporting Rule" promulgated in accordance with Title 26B, Chapter 8, Part 5, Utah Health Data Authority Act. Note: In compliance with legislation requiring a Privacy Annotation for all record series (see Utah Code 63A-12-115 (2024)), direct identifiers collected for these records have been included in a Department-approved submittal guide for purposes of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

APPRAISAL:

These records have administrative, historical, and/or legal 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. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.

SERIES: 30876

TITLE: Data - Healthcare Facilities Database - processed data

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30892

3

TITLE: Data - Healthcare Facilities Database - raw data

DATES: 1992-

ARRANGEMENT: Database.

DESCRIPTION:

Data suppliers for the Health Care Facilities Database send raw data files to the designated data management vendor on a monthly and quarterly basis as required by administrative rule. Raw/staging and processed data files are processed by a contracted vendor and then loaded into a common database. Program may download the raw/staging or processed data onto DHHS servers depending on business need. See Utah Administrative Rule 428-10. Legal Authority is R428-10 "Health Data Authority Healthcare Facility Data Reporting Rule" promulgated in accordance with Title 26B, Chapter 8, Part 5, Utah Health Data Authority Act. Note: In compliance with legislation requiring a Privacy Annotation for all record series (see Utah Code 63A-12-115 (2024)), direct identifiers collected for these records have been included in a Department-approved submittal guide for purposes of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

RETENTION:

Retain for 2 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years or until administrative need ends, whichever is less, and then delete.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30892
TITLE: Data - Healthcare Facilities Database - raw data

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).
Administrative need remains as long as data is being requested by and provided to internal or external researchers or entities, applicable contractual requirements remain in effect, or data is needed for Department use.

PRIMARY DESIGNATION:

Exempt Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30878

3

TITLE: Data extracts

DATES: 1994-

ARRANGEMENT: Chronological by request date.

DESCRIPTION:

Extracts are created for business need from received/processed data for processing external and internal data requests, and also to create publications. Note: In compliance with legislation requiring a Privacy Annotation for all record series (see Utah Code 63A-12-115 (2024)), identifiable data for these records have been included in Department-approved submittal guides for purposes of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

RETENTION:

Retain for 60 day(s)

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office until at least 60 days and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30878
TITLE: Data extracts

(continued)

PRIMARY DESIGNATION:
Controlled Utah Code 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30880 3

TITLE: Government Records Access and Management Act (GRAMA) requests and appeals

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records include correspondence, copies of requests, research notes, court documents, and any other documentation concerning the GRAMA request and appeal process. This retention schedule only applies to GRAMA requests & appeals not sent to appeals boards.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after final response and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) (2024)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30874

3

TITLE: Healthcare Information and Analysis Program (HIAP) data applications

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records concerning external and internal requests for data including feasibility reports produced by the Health Care Statistics Program, in accordance with the product schedule annually approved by Utah's State Legislature.

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 routine administrative correspondence, GRS-48.

AUTHORIZED: 11-18-2019

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(n) (2024)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.
SERIES: 30885 3
TITLE: Office publications
DATES: 1992-
ARRANGEMENT: Paper records: chronological by year; digital records: alphabetical by publication, thereunder chronological by

DESCRIPTION:

These are publications created by programs in Healthcare Information and Analysis including hard copy reports tailored for various target audiences. These documents are normally produced and distributed online.

RETENTION:

Retain permanently

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:

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

Computer data files: Retain in Office until administrative value has been met and then transfer to State Library. Retain in State Library permanently.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30885
TITLE: Office publications

(continued)

PRIMARY DESIGNATION:
Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30881 3

TITLE: Open meetings - minutes

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the materials required for operation and management of the Utah Health Data Committee (HDC) including its subcommittees such as agendas, written minutes, notices and any public materials distributed at the meetings. HDC documents are governed by requirements found in the Utah Public Meeting Act (Utah Code Subsection 52-4-203).

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years 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.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30881
TITLE: Open meetings - minutes

(continued)

PRIMARY DESIGNATION:
Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30896 3

TITLE: Open meetings - recordings

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the recordings of the Utah Health Data Committee (HDC) meetings, including its subcommittees. HDC documents are governed by requirements found in the Utah Public Meeting Act (Utah Code Subsection 52-4-203).

RETENTION:

Retain for 3 year(s) after approval of minutes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after approval of minutes and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30882

3

TITLE: Operations policy and procedure

DATES: 1991-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document implementation of official, internal policies and procedures for the Healthcare Information and Analysis Program.

RETENTION:

Retain for 4 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

AUTHORIZED: 01-28-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-301(3) (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30883

3

TITLE: Opt-out submissions (customer records)

DATES: 2024-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document requests from the public to use the program's opt-out system. Identifiable information is received online from public citizens requesting to opt-out from any databases managed by the Program. Note: In compliance with legislation requiring a Privacy Annotation for all record series (see Utah Code 63A-12-115 (2024)), identifiable data for these records are inventoried per requirements in Utah Code 26B-8-501.1 for the purpose of maintaining a statewide data reporting system authorized under the Health Data Authority Act, Utah Code 26B, Chapter 8, Part 5.

RETENTION:

Retain until superseded or until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30883
TITLE: Opt-out submissions (customer records)

(continued)

PRIMARY DESIGNATION:
Exempt Utah Code 26B-8-5

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30886

3

TITLE: Public relations records

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records relating to HIAP products, regardless of format or mode of transmission, are created for distribution to the news media or public. Records include speeches, press releases, public announcements and similar records.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

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 have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation.
SERIES: 30886
TITLE: Public relations records

(continued)

PRIMARY DESIGNATION:
Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30887 3

TITLE: Purchase orders

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are orders used to document the purchase transactions by agency staff.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2020)

AGENCY: Department of Health and Human Services. Operations. Division of Data, Systems, and Evaluation. Office of Research and Evaluation. Healthcare Information and Analysis Program.

SERIES: 30888 3

TITLE: Records destruction

DATES: 1992-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are materials that document the destruction of agency records, including logs and signed certificate of destruction forms.

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 Records destruction files, GRS-1689.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301 (2020)