Retention and Classification Report

Agency: Children's Service Society of Utah (249)

124 S 400 E
attn: Marty
Salt Lake City, UT 84111
801-355-7444

Records Officer: _____

03132	Annual reports
10369	Foster home study case files
10368	Substitute care case files
10370	Welfare publications and reports

AGENCY: Children's Service Society of Utah

SERIES: 3132 3

TITLE: Annual reports

DATES: 1957-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Children's Service Society of Utah

SERIES: 10369 3
TITLE: Foster home study case files
DATES: ca. 1950-ca. 1985
ARRANGEMENT: Alphabetical
TOTAL VOLUME: 7.00 cubic feet.
DESCRIPTION:

Reviews of existing or perspective homes for foster care.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Controlled

AGENCY: Children's Service Society of Utah

SERIES: 10369
TITLE: Foster home study case files

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Children's Service Society of Utah

SERIES: 10368 3
TITLE: Substitute care case files
DATES: ca. 1924-ca. 1987
ARRANGEMENT: Numerical by case number.
DESCRIPTION:

These files document services provided to children under the age of 18 who have experienced severe emotional disturbances, physical disability, and social maladjustment and have been in substitute care placement. The Department of Human Services obtains custody of the child by an order from Juvenile Court. Information includes psychosocial evaluations, family studies, financial disclosures, treatment plans, progress notes, supportive services, court orders and health and education records and fees.

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: 08/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

APPRAISAL:

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

This disposition is based on the information provided on the placement and care of children in foster care.

AGENCY: Children's Service Society of Utah

SERIES: 10368
TITLE: Substitute care case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2023.

AGENCY: Children's Service Society of Utah

SERIES: 10370 3
TITLE: Welfare publications and reports
DATES: undated
ARRANGEMENT: None
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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