Retention and Classification Report

Agency: Department of Health and Human Services. Division of Child and Family Services (410)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4100

Records Officer: _____

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11769	Adoption home studies
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AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 7364 3
TITLE: Adoption applications denied
DATES: 1943-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These are denials pertaining to the adoption of children. They indicate the reasons for Child and Family Services' denial of adoption applications. They include a profile summary of the adoptive family which contains parent surname, religion, income, education, occupations, and children's names and ages.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 7364
TITLE: Adoption applications denied

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80454 1
TITLE: Adoption assistance records (subsidy)
DATES: 1943-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These records document subsidy payments to families adopting children with special needs, track eligibility, and provide an audit trail of payments made. State subsidies may be one time, time-limited, or long-term depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long-term maintenance state subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance. All state subsidy agreements are reviewed annually for continued eligibility. They include eligibility documentation, court orders, supplemental security income eligibility, aid to families with dependent children eligibility, state contracts, and other miscellaneous documentation.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80454
TITLE: Adoption assistance records (subsidy)

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Controlled. UCA 78-30-15 (1990)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 83491 4
TITLE: Adoption case records
DATES: i 1930-
ARRANGEMENT: Alphabetical by child's adoptive surname.
DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. This series includes a face sheet; intake information; social history; closing information; medical, genetic, birth and information; educational records; psychological evaluations; and birth certificates. Also included are legal documents such as court orders, adoption reports, summons, paternity notices, record of adoption, termination of parental rights, administrative reviews, investigative reports, handwritten notes, financial reports, and related correspondence.

RETENTION:

Permanent. Retain for 22 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption case files, GRS-2477.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes or is finalized and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 83491
TITLE: Adoption case records

(continued)

APPRAISAL:

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

UCA 78-30-14 (1990), specifies that adoption records are to be sealed. Access to adoption records may be granted when both the adoptee and the birth parent request information and a court order is obtained. After 99 years, adoption records may be opened for geneological research.

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 11769 3
TITLE: Adoption home studies
DATES: 1930-
ARRANGEMENT: Alphabetical by client surname
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, the department determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, approved adoption applications, and family records.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption home studies, GRS-2479.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 11769
TITLE: Adoption home studies

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22550 3
TITLE: Adoption subsidy hearing files
DATES: 1999-
ARRANGEMENT: Alphabetical by requestor/respondent surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files document requests for administrative hearings on denied adoption subsidies. The information is used to track requestors/respondents demand for administrative hearings. Information also includes subsidy agreements, notice of agency action letters, hearing requests, notices, findings, and orders.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives.

APPRAISAL:

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

This disposition is based on the 1997 Utah General Retention Schedule, Schedule 1, Item 2.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22550
TITLE: Adoption subsidy hearing files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24401 3
TITLE: Annual reports
DATES: 1973-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The Division of Child and Family Services is responsible for ensuring the safety of Utah's children through protection from abuse, neglect or dependency. The annual reports describe yearly measures taken by the division to achieve this goal. Statistical data and plans for future improvements are included as well.

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.

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

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

APPRAISAL:

These records have historical value(s).

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24401
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 26596 1
TITLE: Attorney correspondence
DATES: 2007-
ARRANGEMENT: Alphabetical by subject, thereunder chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records contain correspondence between the Division of Child and Family Services (DCFS) and attorneys assigned to work with the division. They contain communications between attorneys and the division concerning possible and ongoing litigation.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

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

These records have legal value as attorney-client communications according to UCA 63-2-304(17) and (18).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(17) and (18)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 3549 3

TITLE: Budget background records

DATES: 1978-

ARRANGEMENT: alphanumerical

DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc.

RETENTION:

Retain for 3 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 for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e)(2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24403 3
TITLE: Central register for child abuse and neglect annual reports
DATES: 1979-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The central register is a statewide register for child abuse and neglect reports. The register is utilized to collect and organize data on child abuse and neglect in order for staff to have better idea on which to understand the problem, plan and evaluate programs, allocate staffing, provide information to aid investigations and treatment, and to disseminate information to the media and general public. The annual reports compare the scope of the problem from one year to the next and identify trends that may be occurring. These records also include information about the Automated Information Management System (SAFE) including contractors that developed the system, weekly time sheets, and specifications about entering data into the system.

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.

APPRAISAL:

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

The register is utilized to collect and organize data on child abuse and neglect in order for staff to have better idea on which to understand the problem, plan and evaluate programs, allocate staffing, provide information to aid investigations and

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24403
TITLE: Central register for child abuse and neglect annual reports

(continued)

treatment, and to disseminate information to the media and general public. The annual reports compare the scope of the problem from one year to the next and identify trends that may be occurring. These records are kept pursuant to CFR 45-74.5.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22540 3
TITLE: Child Protective Services (CPS) administrative hearing files
DATES: 1996-
ARRANGEMENT: Alphabetical by requestor/respondent surname
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-7 (2005) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Permanent. Retain for 28 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 26 years and then transfer to State Archives.

APPRAISAL:

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

This disposition is based on 1997 General Retention Schedule, Schedule 1, Item 2 and UCA 62A-4A-116 and 116.5 (1999).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22540
TITLE: Child Protective Services (CPS) administrative hearing files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80455 3
TITLE: Child protection alert files
DATES: 1985-
ARRANGEMENT: Alphabetical by state, thereunder alphabetical by client surname
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document alerts generated by all states when they are unable to locate a family who has been charged or when alleged charges have been made against them which may include, but are not limited to abuse, assault, and neglect. When the perpetrators are found, the requesting agency is notified and action is taken.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 19826 3
TITLE: Child protective services investigation audio and video records
DATES: 1990-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files and video tapes are created by contracted providers to document sexual abuse evaluations for use in litigation and court proceedings and to diagnose and suggest treatment for those victims of sexual abuse. They contain interviews with children eighteen and under who are the alleged victims of sexual abuse. The case files are used to support video interviews. These are related to Substantiated child abuse and neglect case files, 81728. UCA 62A-4-509 (1991), specifies that when either an oral or written report of alleged abuse or neglect is received, the Department of Human Services is obligated to conduct a thorough investigation. The investigation may include an inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, and his or her physical safety.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Video recordings master: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 95 years and then destroy.

Sound recordings: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 95 years and then erase.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 19826
TITLE: Child protective services investigation audio and video records

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Controlled

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 11771 3
TITLE: Child protective services investigation case records
DATES: 1955-
ARRANGEMENT: Alphabetical by client surname
ANNUAL ACCUMULATION: 20.00 cubic feet.
DESCRIPTION:

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case closes and then transfer to State Records Center. Retain in State Records Center for 95 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency. UCA 78-3c-3 (1992), specifies that information in these records are restricted in order to enhance and promote the recovery of victims involved in abuse and neglect cases.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 11771
TITLE: Child protective services investigation case records

(continued)

PRIMARY DESIGNATION:

Exempt UCA 62A-4-513 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24402 3
TITLE: Children's Trust Fund annual reports
DATES: 1989-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

The Children's Trust Fund was established in 1984. Revenue is created for the fund through a $3.00 surcharge for each certified copy of a birth certificate issued through the Department of Health, as well as through the sale of Heritage Birth Certificates. The Board of Family Services and the Division of Family Services with the advice of the Child Abuse and Neglect Advisory Council utilize these funds to implement child abuse and neglect prevention programs. The annual reports document the Children's Trust Fund Committee's yearly activities and future plans.

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.

APPRAISAL:

These records have historical value(s).

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 24402
TITLE: Children's Trust Fund annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 27312 1
TITLE: Constituent services case files
DATES: 1999-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These records are investigations initiated by the constituent services representative of the division and/or private citizens.They are conducted to determine if "...an act or omission committed by the Division [of Child and Family Services (DCFS)] with respect to a particular child is contrary to statute, rule, or policy; places a child's health or safety at risk; is made without an adequate statement of reason; or is based on irrelevant, immaterial, or erroneous grounds," (UCA 62A-4a-208 (3)(2001)). Information includes name of person(s), policy, or procedure being investigated; dates investigation began and closed; allegations; detail of possible improprieties; name of investigator; validation or invalidation of charges; and recommendation of the investigator and ombudsman. May also include witness statements, portions of Child Protective Services (CPS) case file, and medical information.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure of investigation and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

These records have legal value as the division investigates cases where a policy, procedure or person has been reported to have violated a policy or put a child's emotional or physical health at risk.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 27312
TITLE: Constituent services case files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(b)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 2571 3
TITLE: Correspondence
DATES: 1943-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Includes director's correspondence, executive committee minutes, some routine administrative records (e.g. travel vouchers). Includes files on the development of various programs such as the State Training School, Manpower, Visiting Home services, etc.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently and then microfilm.

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

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

APPRAISAL:

These records have historical value(s).

This disposition is based on State Archivist's review 4/5/1999.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 2571
TITLE: Correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 19832 1
TITLE: Custody evaluation files
DATES: 1985-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These are reports compiled by investigators and submitted to the court indicating which natural parent the agency believes should have custody of the children in a divorce case. Information includes family history, expenditures, living conditions, and victim information.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on and complies with Federal Title XIX guidelines.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 6230 3
TITLE: Domestic violence records
DATES: 1981-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 6230
TITLE: Domestic violence records

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 23307 3
TITLE: Foster care due process files
DATES: 1999-
ARRANGEMENT: alphabetical by requestor/respondent
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These files track requestors/respondents foster care due process for administrative hearing requests. They contain notice of agency action letters, administrative hearing requests, notices, findings and orders.

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: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 23307
TITLE: Foster care due process files

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 2630 3
TITLE: Foster care statistical reports
DATES: 1950-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This report accounts for the number of children placed in foster care families during the year.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

APPRAISAL:

These records have administrative value(s).

This annual report tracks the placement of children in foster care families in the state.

PRIMARY DESIGNATION:

Public Statistical reports

SECONDARY DESIGNATION(S):

Protected. Survey forms contain protected information about children in foster care.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 27252 1
TITLE: Government Records Access and Management Act request files
DATES: 1995-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files contain requests made pursuant to the Government Records Access and Management Act(GRAMA). Information includes redacted copies of documents provided in response to the requests. Documents will generally have the classification(s) specified in the Child and Family Services retention schedules.

RETENTION:

Retain for 6 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after resolution of request and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304
Protected. UCA 63G-2-305

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28594 3
TITLE: Informed Consent and Release of Liability requests files
DATES: 2006-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by providing information to those conducting background checks (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C)(iii)). These records include requests submitted to the agency by attorneys, adoption agencies, other state agencies, and individuals to inspect the Utah child abuse database for history regarding persons who have applied to adopt a child. Records include requester information and response letters containing the results of the child abuse database search.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28594
TITLE: Informed Consent and Release of Liability requests files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) 2014

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 30082 3
TITLE: Intake audio files
DATES: 2017-
ARRANGEMENT: Alphabetical by last name.
DESCRIPTION:

These records document recordings of calls made to the Division of Child and Family Services (DCFS) Intake Office regarding possible child abuse and/or neglect. DCFS Intake records calls to help document what the referent alleges about possible child abuse/neglect. Records include recordings of calls made to the Division of Child and Family Services Intake Office regarding possible child abuse and/or neglect.

RETENTION:

Retain for 90 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:

Sound recordings: Retain in Office for 90 days and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28196 3
TITLE: Intake records additional information
DATES: 1996-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These are records in which a referral is made to the Child and Family Services Intake office regarding a child or family who already has an open Child Protective Services (CPS) case. It is labeled as Additional Information and sent to the CPS caseworker to review as part of the investigation. The information is saved as part of the CPS case. This records information related to the CPS investigation that comes to the Intake Office following the opening of a CPS case.
This information is part of the CPS case they are investigating to obtain additional information regarding the case.
Information includes name, alleged victim and perpetrator information, and additional information regarding the family and/or case being investigated by CPS.

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: 02/2013

FORMAT MANAGEMENT:

All Formats: Retain in Office for 50 years and then destroy.

APPRAISAL:

These records have administrative value(s).

These records are part of the CPS case file history and are used by CPS for case-worker purposes by providing workers with historical details to help determine risk and safety for new cases.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28196
TITLE: Intake records additional information

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 29655 1
TITLE: Interstate Compact for Placement of Children (ICPC) Residential Treatment Centers
DATES: 2014-
ARRANGEMENT: Alphabetical by last name.
DESCRIPTION:

These records document information about the Interstate Compact for Placement of Children (ICPC) into residential care facilities in Utah when they are under the custody/jurisdiction of a sending state (see Utah Code 62a-4a-7). Information includes personal identifying information gathered on forms 100A and 100B, admittance letters from the residential treatment centers, disruption agreements, medical and financial plans, medical histories, mental health assessments, and related records.

RETENTION:

Retain for 18 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months and then destroy.

Computer data files: Retain in Office for 18 months and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) and (2)(d)(2017)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80457 3
TITLE: Interstate compact placement home studies case files
DATES: 1986-
ARRANGEMENT: Alphabetical by client surname
ANNUAL ACCUMULATION: 5.50 cubic feet.
DESCRIPTION:

These records document information about the interstate compact process for parent/relative placement and foster care placement when children are under the custody/jurisdiction of sending state. Information will include ICPC 100A, ICPC 100B, home study. May also include but is not limited to: criminal background checks, case history, physical and mental health exams, income information, service plans, court orders, title IV-E eligibility, licensing approval verification, progress reports.
Private Agency/Attorney Adoption cases, children who are NOT under jurisdiction or custody of any state. Will include ICPC 100 A, ICPC 100 B, Progress Reports, Cover Letter, Final Decree. May also include any other verifications or email correspondence. (Private agency/attorney are mandated by law to maintain all original documents.)

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Interstate compact placement home studies case files, GRS-2490.

AUTHORIZED: 02-01-1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80457
TITLE: Interstate compact placement home studies case files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28595 3
TITLE: Kinship background screening files
DATES: 2007-
ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These records support the agency's function to provide safe substitute care with relatives for dependent, abused, neglected, and delinquent children (Utah Code 62A-4a-105(1)(b)(viii) (2014)). These records include applications from the Department of Human Services' Office of Licensing to have the background of potential guardians vetted, and subsequent information gathered during the screening process. Records may include potential guardian information, criminal history reports, child abuse registry reports, home studies, and related correspondence.

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: 12/2014

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 value(s).

These records are maintained in accordance with the Adam Walsh Act of 2006 (Public Law 109-248) and Utah Code 78A-6-307(10)(a) (2013).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28595
TITLE: Kinship background screening files

(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 53-10-108 (1)(e); (4)(b) 2014

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28598 3
TITLE: Live Scan authorization forms
DATES: 2007-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by conducting background checks on prospective foster or adoptive parents (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C) and Utah Code 78A-6-308(2)(b) (2012)). These forms document authorization for an FBI fingerprint background check as requested by the Office of Guardian ad Litem prior to the division's placement of a child in out-of-home care. Records may include personal information gathered about the applicant and their signed consent.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2014

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28598
TITLE: Live Scan authorization forms

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 27288 3
TITLE: Management Information System (SAFE) Files
DATES: 1970-
ARRANGEMENT: Chronological, then alphabetical by project name
DESCRIPTION:

These are records kept pursuant to 45 CFR 74.53. They are subject to audit by the federal government. Records include contractor provider weekly time sheets and specifications of services provided.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family case records, GRS-2492.

AUTHORIZED: 02-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

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

These records are kept pursuant to 45CFR 74.53, and are subject to audit by the federal government.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 25413 1

TITLE: Out-of-home abuse records

DATES: 1993-

ARRANGEMENT: None

DESCRIPTION:

These are copies of original Child Protective Services (CPS) cases used in the David C. Leavitt vs. Michael O. Leavitt lawsuit filed by the National Center of Youth Law in Federal District Court. The suit was filed by the National Center of Youth Law (NCYL) against the State of Utah, Division of Child and Family Services. The cases document investigations and findings of alleged child abuse and neglect for children in the custody of the State of Utah, while in out-of-home placement. Information includes names, court actions, investigations, police reports, family information, psychiatric and psychological information and victim information.

RETENTION:

Permanent. Retain for 25 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until case is closed and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 25413
TITLE: Out-of-home abuse records

(continued)

PRIMARY DESIGNATION:

Exempt	UCA 62A-4-513 (2008).

SECONDARY DESIGNATION(S):

Controlled.	UCA 63G-2-304. (2008).
Private.	UCA 63G-2-302 (2008).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28596 3
TITLE: Out-of-state child abuse registry check (OSCAR)
DATES: 2007-
ARRANGEMENT: Alphabetical by applicant's surname
DESCRIPTION:

These records support the agency's function to provide safe substitute care for dependent, abused, neglected, and delinquent children (Utah Code 78A-6-308(3)(b and c) (2012)). These records contain information gathered from other states' child abuse registries regarding prospective foster or adoptive parents (Adam Walsh Child Protection and Safety Act of 2006, 42 USC 16961, Section 152(a)(1)(C)(i)). Records include requests to, and corresponding responses from, sister agencies in other states.

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: 12/2014

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 value(s).

RETENTION JUSTIFICATION:

Records must be kept in order to comply with the Adam Walsh Act which states that if a perspective foster/adoption parent has lived out of Utah within the last 5 years, then a child abuse registry check in every state where they have lived in the last 5 years is required.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28596
TITLE: Out-of-state child abuse registry check (OSCAR)

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) 2014

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 80512 3
TITLE: Provider contract reviews
DATES: 1984-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records document reviews of contracts awarded to providers of services by the Department of Human Services.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client case files, GRS-2459.

AUTHORIZED: 05-29-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 83620 3
TITLE: Public assistance and services for children report
DATES: 1950-
ARRANGEMENT: chronological
DESCRIPTION:

Public Assistance and Services for Children is a monthly publication of welfare statistics and activities. It serves as a basic record of welfare recipients, changes in expenditure , and monthly disbursements per program. It therefore acts as an outline of welfare service activity in Utah. Initially known as Services for Children Monthly Report, it became Services for Children in July 1951 issue. It's title changed to Public Assistance in Utah and Services for Children sometime before 1953, apparently reflecting the publications new forms on all major welfare statistics not just child assistance. By 1956, it was retitled Public Assistance and Services for Children. Exact titles of the last two changes are unknown due t missing copies. Holdings: 1950: Feb. & Nov. (no vol given); 1951: January, April, June (no vol. given); 1953: April, May-Sept. (14:2, 14:3-10); 1954: Jan-Sept. (14:11-12, 15:1-7); 1956: May-Dec (17:5-12); 1957: Jan-Feb, Apr.-Dec. (18:1-2, 4-12) 1958; Jan-June, Sept-Dec (19:1-6, 9-12); 1959: Jan-Dec (20:1-2); 1960: Jan-June, Oct-Dec. (21:1-6,10-12); 1961: Jan & Feb. (21:13,14).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 83620
TITLE: Public assistance and services for children report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 2662 3
TITLE: Publications
DATES: 1935-
ARRANGEMENT: Chronological
DESCRIPTION:

This series contains records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on adoption, day care, child abuse, and other issues addressed by the Division of Child and Family Services. The series consists primarily of isolated publications not part of a more specific series.

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: 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 historical value(s).

Disposition based on value of these diverse records in documenting agency achievements, policies, programs and functions.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 2662
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28597 3
TITLE: Record request files from other states' agencies
DATES: 2010-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by providing information to those conducting background checks (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C)). These records document records requests submitted to the agency by child protective service agencies from other states who have an open investigation on a family that previously lived in Utah. Records include the submitted request form and case file information provided in response.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Record requests from the child protective service agencies of other states apply to their particular current investigations, which must be completed and closed within a specified time frame --usually between 30 and 90 days. These records only need to be kept for the duration of the investigation because subsequent investigations require the submission of a new records request.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28597
TITLE: Record request files from other states' agencies

(continued)

PRIMARY DESIGNATION:

Protected — Utah Code 63G-5-305(44) 2014; Utah Code 63G-2-206(1)(b) 2012

SECONDARY DESIGNATION(S):

Exempt. — Federal Code 42 USC 16961, Section 152(a)(1)(C)(ii) 2006

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 6224 3
TITLE: Representative payee case files
DATES: 1980-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records support the agency's function to provide services supportive management for minors. (Utah Code 62A-1-104(1)(d)) Records document children in foster care who receive beneficiary money from the agency as representative payee and from other sources. Information includes financial details regarding the child's account.

RETENTION:

Retain for 1 year(s) and 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Trust account records, GRS-2491.

AUTHORIZED: 03-01-1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 6224
TITLE: Representative payee case files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2015.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22549 3
TITLE: Substitute care due process hearing files
DATES: 1999-
ARRANGEMENT: Alphabetical by requestor/respondent surname
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files document requests for administrative hearings in Substitute Care cases. The information is used to track requestor/respondent demands for administrative hearings. Also included are notice of agency action letters, administrative hearing requests, notices, findings, and orders.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives.

APPRAISAL:

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

This disposition is based on 1997 Utah General Retention Schedule, Schedule 1, Item 2.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 22549
TITLE: Substitute care due process hearing files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 19823 3
TITLE: Substitute care subsidy files
DATES: 1985-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return. As of 1999, these records have become part of the Family Files series (Agency General Schedule #21935).

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Substitute care subsidy files, GRS-2462.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 19823
TITLE: Substitute care subsidy files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 30578 3
TITLE: Text messages
DATES: 2022-
ARRANGEMENT: Chronologically by date
DESCRIPTION:

These are incoming and outgoing business-related text messages, created in the course of administering agency functions and programs. Text messages document work accomplished, transactions made, actions taken, and communications with clients and peers. Text messages contain communication to and from individuals that are involved with the agency. This correspondence documents the implementation of agency functions rather than the creation of functions or policies.

RETENTION:

Retain for 100 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 100 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 30578
TITLE: Text messages

(continued)

PRIMARY DESIGNATION:

Private — Utah Code 63G-2-302(2)(d) (2023). Used to administer and manage programs

SECONDARY DESIGNATION(S):

Controlled. — Utah Code 63G-2-304 (2008). Used to administer and manage programs

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2023.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28195 3
TITLE: Unaccepted referral intake records
DATES: 1996-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These are records are created when a referral has been made to the Child and Family Services Intake Office but the information received does not meet the criteria to accept the case for investigation. It is labeled as unaccepted, and the information is stored in the Child and Family Services electronic database. Records include work completed by the Intake Office and is maintained for informational concerns that are brought to the attention of Child and Family Services.
This information is part of the client history when Child Protective Services (CPS) investigates a case as required by Child and Family Services Practice Guidelines.
Information includes name, alleged victim and perpetrator information, and alleged reports of child abuse or neglect that do not rise to investigation standards.

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: 02/2013

FORMAT MANAGEMENT:

All Formats: Retain in Office for 50 years and then destroy.

APPRAISAL:

These records have administrative value(s).
These records are part of the CPS case file history and are used by CPS for case-worker purposes by providing workers with historical details to help determine risk and safety for new cases.

AGENCY: Department of Health and Human Services. Division of Child and Family Services

SERIES: 28195
TITLE: Unaccepted referral intake records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302