Retention and Classification Report

Agency: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office (482)
DSPD
195 North 1950 West
Salt Lake City, UT 84116

Records Officer: _____

15340	Administrative reference and reading files
15341	Adult client case files
24560	Adult client case files
15347	Children's client case files
15358	Client and agency planning inventories and score sheets
15364	Periodic budget reports
15367	Provider fact finding results and investigative reports
15368	Provider files
15376	Title XIX waiting list files
15379	Unaccepted Title XIX client assessment files

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15340 3
TITLE: Administrative reference and reading files
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These are memoranda and correspondence generated by another agency for general reference be all agency employees.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative reference and reading files, GRS-2526.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15340

TITLE: Administrative reference and reading files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15341 3
TITLE: Adult client case files
DATES: 1995-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files document the movement of adults from the Utah State Developmental Center to placement in other state or private facilities upon consultation and recommendation of the Division of Services for People with Disabilities (DSPD). Similar records are retained by the Developmental Center and duplicates are weeded from the DSPD files.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adult client case files, GRS-2527.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: For records beginning in 1995 through 2012. Retain in Office until case file closes and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: For records beginning in 2012 and continuing to the present. Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15341

TITLE: Adult client case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 24560 3
TITLE: Adult client case files
DATES: 1993-
ARRANGEMENT: Alphabetical by client last name
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These files document the movement of adults from the Utah State Developmental Center to placement in other state or private facilities upon consultation and recommendation of the Division of Services for People with Disabilities (DSPD). Similar records are retained by the Developmental Center and duplicates are weeded from the DSPD files.

RETENTION:

Retain for 28 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adult client case files, GRS-2527.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 24560

TITLE: Adult client case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15347 3
TITLE: Children's client case files
DATES: 1995-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files document assistance given to children through the Division of Services for People with Disabilities (DSPD). DSPD places physically challenged children in small group homes as part of a federal program to integrate them into the larger society. Participating children are under the age of twenty-two.

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 Children's client case files, GRS-2532.

AUTHORIZED: 06-01-1995

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 9 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 Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15347

TITLE: Children's client case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15358 3
TITLE: Client and agency planning inventories and score sheets
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These are computer-generated scoresheets of data taken from booklets distributed to providers of services to the handicapped. After completing the booklets, providers submit them to the division for data to be entered into the computer, and are then returned to providers. The scoresheets describe the condition and treatment of all clients in day treatment and residential clients who receive care or services from providers not in day-treatment. Clients also include those at the Utah State Training School and the Intermediate Care Facility/Mentally Retarded (ICF/MR). The information is used to plan programs and services for the clients and to chart their treatment and progress.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Client and agency planning inventories and score sheets, GRS-2543.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 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 Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15358

TITLE: Client and agency planning inventories and score sheets

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15364 3
TITLE: Periodic budget reports
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These are agency reports that document the status of appropriation accounts and apportionments at the end of the fiscal year.

RETENTION:

Permanent. Retain for 5 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 Periodic budget reports, GRS-2549.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 4 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 secondary historical value to researchers interested in Human Services funding and budgeting programs and the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15364

TITLE: Periodic budget reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15367 3
TITLE: Provider fact finding results and investigative reports
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These files report investigations of private providers of services to the handicapped. Providers are under contract with the state. The reports are classified as "private" in order to inform the providers of complaints made against them so that corrections may be made or other action taken.

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 Provider fact finding results and investigative reports, GRS-2552.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure 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 Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15367

TITLE: Provider fact finding results and investigative reports

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(8) 1992

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15368 3
TITLE: Provider files
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These are contracts awarded to providers for services rendered to the Division of Services for People with Disabilities.

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 Provider files, GRS-2553.

AUTHORIZED: 06-01-1995

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 6 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.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15368

TITLE: Provider files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15376 3
TITLE: Title XIX waiting list files
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

This is a listing of prospective clients waiting for services provided by the Division of Services for People with Disabilities.

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 Title xix waiting list files, GRS-2561.

AUTHORIZED: 06-01-1995

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, and/or fiscal value(s).

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15379 3
TITLE: Unaccepted Title XIX client assessment files
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These are files of clients who do not meet the qualifications for services stipulated under the Title XIX program guidelines.

RETENTION:

Retain for 2 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Unaccepted title xix client assessment files, GRS-2564.

AUTHORIZED: 06-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 1 year 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.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Division of Services for People with Disabilities. Salt Lake City Office

SERIES: 15379

TITLE: Unaccepted Title XIX client assessment files

(continued)

SECONDARY DESIGNATION(S):

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