

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Office of Recovery Services (849)

515 East 100 South  
P.O. Box 45033  
Salt Lake City, UT 84145-0033  
801-538-4400

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

80988	Active lost check affidavit files
06968	Administrative order of satisfaction files
30215	Administrative orders
22551	Bankruptcies and notices of default records
30636	Child support case files
81040	Client account adjustment files
81276	Collection and payment statistics
07523	Deposits with State Treasurer files
24376	Electronic funds transfer authorizations
84344	Executive correspondence
80939	Health care provider overpayment files
83129	Inactive lost check affidavit files
17450	Information services locator archive
09747	Interdepartmental transfer requests
11762	Major error transaction report
80962	Medical collections case files
82014	Medical collections tort case files
11774	Minor errors transaction reports
30642	Paternity establishment records
81292	Public welfare liens
24430	Publications
80952	Receipts records
81751	Warrant registers
07528	Warrant requests

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80988

3

**TITLE:** Active lost check affidavit files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a record of request for replacement of an apparent lost or stolen support check. The request is completed by the recipient. A Recovery Services accountant will process a Stop Payment on the original check. When an investigation determines that both warrants have been cashed, a client is prosecuted for check fraud. All other affidavits are deemed inactive.

This series includes the check number, case number, the client's name, and their current and past address.

**RETENTION:**

Retain for 4 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80988

**TITLE:** Active lost check affidavit files

(continued)

**PRIMARY DESIGNATION:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 6968

3

**TITLE:** Administrative order of satisfaction files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

Legal documents filed with the court stating that an order for collection of support has been satisfied and payment has been made in full. These records are generated to collect child support, establish paternity, establish orders and enforce child support.

This series includes an Abstract of Award and Satisfaction, judgment docket number, civil case number, court docket date, the time period which the judgment covers, the amount owed the plaintiff, plaintiff's name, and the defendant's name.

**RETENTION:**

Retain for 40 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2001. Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: For records prior to and including 2001. Retain in Office for 25 years and then destroy provided no longer needed by agency.

Microfilm master: For records prior to and including 2001. Retain in State Records Center for 40 years and then destroy.

Paper: For records beginning in 2002 and continuing to the present. Retain in Office for 2 years after scanned and then transfer to State Records Center. Retain in State Records Center for 38 years and then destroy.

Computer data files: For records beginning in 2002 and continuing

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 6968

**TITLE:** Administrative order of satisfaction files

(continued)

to the present. Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

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

The Office of Recovery Services is required to maintain these records for a period of eight years. This is based on UC 78-12-22. The office may need to keep the records longer than that based on the age of the child and the period of collection. Microfilming is suggested for efficient retrieval and maintenance of records.

The original copy of these records are kept on file with the courts, and copies should be requested from them. The agency is not responsible to supply copies to the public.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (2008).  
Exempt. 45 CFR 303.21 (2008).

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 30215

3

**TITLE:** Administrative orders

**DATES:** 2008-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These orders are established under the authority of the Utah Administrative Procedures Act as described in Utah Code 63G-4, and are issued by an Office of Recovery Services Presiding Officer for the purpose of enforcing child and medical support obligations in accordance with the Office's legal mandate as described in Utah Code 62A-11-104. The orders include names of respondents, Office of Recovery Services case numbers, presiding officer's signature, order date, mailing certificate, and may include other related documents. Each order includes specific provisions and determinations such as a base child support obligation amount, arrears timeframe and judgment amount, medical support, genetic test costs/results, immediate income withholding, retained support, and controlling order.

**RETENTION:**

Retain for 40 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/2022

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 40 years after case is closed and then delete.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Statute of limitations is defined as either four years after the youngest child reaches majority, or eight years from the date of entry of the sum certain judgment, whichever is longer (Utah Code 78B-5-202(6) (2014))

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 30215

**TITLE:** Administrative orders

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(b,d) (2021)

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 22551

3

**TITLE:** Bankruptcies and notices of default records

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by surname, thereunder, chronological by year

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records document official papers from the Bankruptcy Court. They indicate persons filing for bankruptcy and the type of bankruptcy filed. Other information includes filed cases, dismissed cases, discharged cases, and other documents from attorneys. The Notices of Default contain official documents from mortgage companies indicating that a default has occurred and the mortgage company is taking action to sell the property to pay off outstanding debts.

**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:** 04/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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 retention is based on the administrative needs expressed by the agency for the purpose of conducting audits.



**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 22551

**TITLE:** Bankruptcies and notices of default records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 30636

3

**TITLE:** Child support case files

**DATES:** 2006-

**ARRANGEMENT:** Alphabetical by client surname.

**DESCRIPTION:**

These records support the agency's mandate to establish and enforce orders for paternity, and child and medical support, and to review and modify child support orders. Case files are created for case participants, including obligors, obligees, and the child or children. Contents of each case file vary according to the individual circumstance of each case, and contain information related to the Office's responsibilities described in Utah Code 26B-9: Recovery Services, and may include the following types of information: Application for Child Support Services, income, employment, medical and dental insurance, copies of judicial court orders, interstate documents, correspondence, and related records. Administrative orders and paternity establishment records are documented within the case file, but are managed as a separate records series.

**RETENTION:**

Retain for 22 year(s) after date of birth of youngest child or for 4 year(s) after case is closed, whichever is greater

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until youngest child reaches 22 years of age or until 4 years after case closure, whichever is later and then delete.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 30636

**TITLE:** Child support case files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private                      Utah Code 63G-2-302(2)(b) (2023)

**SECONDARY DESIGNATION(S):**

Exempt.                      Utah Code 63G-2-201(3)(b) (2023)

Public.                      Utah Code 63G-2-201(2) (2023)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2023.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81040

3

**TITLE:** Client account adjustment files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by transaction number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This is a record of an adjustment made to the present account totals of a client's case file. The totals indicate a debt is owed to Recovery Services due to an action of collection taken by Recovery Services, the obligor, or the obligee.

This series includes a Transaction Cash Code Summary, code number, amount, adjustment request, case number, cost, liability, and delinquency balance; and a Payment Transfer Request.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after date of adjustment or until all audits are completed and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer magnetic storage media: Retain in Office for 7 years and then erase provided all audits have been completed.

**APPRAISAL:**

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

The office has requested that the paper copy be kept as the record copy rather than maintain the files on magnetic tape. The reason for this is that changes are made to the paper copy only. This is also the copy that auditors request to see. These records

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81040

**TITLE:** Client account adjustment files

(continued)

are used in audits for different programs.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81276

3

**TITLE:** Collection and payment statistics

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record series is information which has been collected and used to build a history of Recovery Service collections and payments. Reports are made to show the State Legislature any increases or decreases in funds collected and not collected and the reason. Recovery Services does not usually go back beyond five years to gather this information.

This series includes the percentage of personnel, collections, cases, and payers; orders, consents, defaults, wage assignments and hearings; Daily Cash Code Report, graphs, Case Load Growth, Monthly Report, Budget Status, Collection of Statistics, Clean Up Report, Cost Statistics, Collection Report, Management Indicators, Monthly Production Report, and Opened and Closed Case Reports.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of report and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81276

**TITLE:** Collection and payment statistics

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.	personal information related to obligor.
Exempt.	45 CFR 303.21 (2008).

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 7523

3

**TITLE:** Deposits with State Treasurer files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

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

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 24376

3

**TITLE:** Electronic funds transfer authorizations

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by last name of program participant

**ANNUAL ACCUMULATION:** 9.00 cubic feet.

**DESCRIPTION:**

These are agreements between the agency and the custodial parent participant receiving funds through the program. The participant submits personal banking information to the agency in order to facilitate the electronic transfer of child support funds recovered from the non-custodial parent to the specified account as the funds become available. Information includes name of program participant, date submitted, bank account number, banking institution number and authorizing signature.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office until agreement is rescinded and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 24376

**TITLE:** Electronic funds transfer authorizations

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 84344

3

**TITLE:** Executive correspondence

**DATES:** 1979-

**ARRANGEMENT:** None.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on 1990 Utah General Schedule 1, Item 9.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 84344

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80939

3

**TITLE:** Health care provider overpayment files

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by health care provider

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This record is a list of health care providers who have received an overpayment from the medical insurance company. Providers are required to make restitution. An overpayment may be discovered as a result of a civil action.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after date of closure 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).

**PRIMARY DESIGNATION:**

Private Administrative Rule 527-5-6

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 527-5-7

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 83129

3

**TITLE:** Inactive lost check affidavit files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a record for replacement of an apparent lost or stolen support check. The request is completed by the recipient. A Recovery Services accountant will process a Stop Payment on the original check. When an investigation determines that both warrants have been cashed, a client is prosecuted for check fraud. All other affidavits are deemed inactive.

This series includes the check number, case number, client's name, and address.

**RETENTION:**

Retain for 3 month(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months after investigation is complete and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is at the request of the agency.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 83129

**TITLE:** Inactive lost check affidavit files

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR 303.21 (2008).

**SECONDARY DESIGNATION(S):**

Private. records are private when lost checks are claimed by obligor.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 17450

3

**TITLE:** Information services locator archive

**DATES:** 1995-

**ARRANGEMENT:** Chronological by run date

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain information on clients derived from the Office of Recovery Services' locator service. They are used to show compliance with federal regulations and to research past residence or asset information on clients. Information includes address, employment and asset information.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1998

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 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. Office of Recovery Services

**SERIES:** 17450

**TITLE:** Information services locator archive

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 9747

3

**TITLE:** Interdepartmental transfer requests

**DATES:** 1991-

**ARRANGEMENT:** None

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 11762

3

**TITLE:** Major error transaction report

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These reports document accounting transaction errors from daily lists of electronic data processing reports. The lists are used by the accounts receivable unit of the Office of Recovery Services (ORS) to identify errors for correction. Information includes transaction number, date, payment type, amount of payment, team number, ORS case number, and reason for error.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1993

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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 needs expressed by the agency.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 11762

**TITLE:** Major error transaction report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80962

3

**TITLE:** Medical collections case files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 10 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after case is closed and then delete.

Paper copy: For records beginning in 2005 through 2008. Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Paper copy: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80962

**TITLE:** Medical collections case files

(continued)

**PRIMARY DESIGNATION:**

Exempt 45 CFR parts 160 and 164

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 82014

1

**TITLE:** Medical collections tort case files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 10 year(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:**

Computer data files: Retain in Office for 10 years after resolution or settlement of case and then delete.

Paper copy: For records beginning in 2005 through 2008. Retain in Office for 1 year after resolution or settlement of case and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Paper copy: For records beginning in 2009 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 82014

**TITLE:** Medical collections tort case files

(continued)

**PRIMARY DESIGNATION:**

Exempt                      HIPAA, 45 CFR parts 160 and 164

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 11774

3

**TITLE:** Minor errors transaction reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These reports document daily electronic data processing print outs, lists, and accounting transactions that were not run. These lists are used by persons in the accounts receivable and customer services units of the Office of Recovery Services (ORS) to assess minor reporting errors. Information includes report lists, ORS case number, transaction number, date, payment type and amount, reason for error, and team number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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 for the purpose of conducting audits.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 30642

3

**TITLE:** Paternity establishment records

**DATES:** 2006-

**ARRANGEMENT:** Database

**DESCRIPTION:**

These records document the biological paternity of a child, and may include requests for genetic testing, genetic testing lab results, lab affidavit, photos, paternity questionnaire, paternity affidavit, genetic test results notification letters, genetic testing exclusion, out of state birth certificates and voluntary declaration of paternity.

**RETENTION:**

Retain for 40 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 40 years after case is closed and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(3)(c) (2023). See also Utah Code 78B-15-511 (2008).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2023.

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81292

3

**TITLE:** Public welfare liens

**DATES:** 1930-

**ARRANGEMENT:** Alphabetical by client's name

**DESCRIPTION:**

This is a record of a notice of property liens and property lien releases filed in conjunction with a Social Service Client Case File. Assistance is given with the understanding that it is a loan and repayment will be required after the client's case is closed. When the property is signed over to the state, a lien is used to collect payment. This usually occurs after support has been terminated or after the death of the client.

This series includes Public Welfare Lien Agreement, Certificate of Discharge, Certificate of Amount of Assistance/Lien, Assistance Record, Family Record, Face Sheet, Application for Old Age Assistance, Application for Public Assistance, Affidavit, Authorization to Furnish Information, and Permission to Check Banks.

**RETENTION:**

Retain for 4 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/2005

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81292

**TITLE:** Public welfare liens

(continued)

**PRIMARY DESIGNATION:**

Private Administrative Rule 527-5-6

**SECONDARY DESIGNATION(S):**

Controlled. Administrative Rule 527-5-7 psychiatric and psychological data

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 24430

3

**TITLE:** Publications

**DATES:** 1975-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**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 serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80952

3

**TITLE:** Receipts records

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document all money received on a daily basis broken down by cash code. The report "Daily cash Code Listing", (report number B4X61) is included in this folder which identifies how much money was posted per cash code for a particular day. Daily bank deposit slips document balance sheets that identify the amount of money deposited in the bank account for the day, which balances with the amount of money posted for the day and any necessary adjustments.

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 80952

**TITLE:** Receipts records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 81751

3

**TITLE:** Warrant registers

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

Actual warrant or check cut from warrant request to pay for services rendered.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.



**AGENCY:** Department of Health and Human Services. Office of Recovery Services

**SERIES:** 7528

1

**TITLE:** Warrant requests

**DATES:** 1987-

**ARRANGEMENT:** Chronological by fiscal year

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**RETENTION:**

Retain for 7 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 7 years and then destroy.

**APPRAISAL:**

Discussion with the bureau chief discloses that they only use the most current information. Once an update is received, there is no further use for the old report. Previous decision: 12/13/85: 6 months/private.

**PRIMARY DESIGNATION:**

Private