

## Retention and Classification Report

**Agency:** Department of Human Services (1116)

Administration Building  
195 North 1950 West  
Salt Lake City, UT 84116  
801 538-4001

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

29616	Administrative rule records
23676	Child Support Guidelines Advisory Committee records
80271	Constituent complaint files
81707	Council files
23632	Executive Director's meeting minutes
02656	Executive correspondence
81706	Grant files
24437	Human Touch newsletter
15999	Interdepartmental agreements
02796	Public information files
01558	Publications
15988	Tribal agreements

**AGENCY:** Department of Human Services

**SERIES:** 29616

3

**TITLE:** Administrative rule records

**DATES:** 1992-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Information an agency relies upon when making a rule under Utah Code 63-45a-1 et seq. (2004), including copies of the proposed rule, change in the proposed rule, and the rule analysis

**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 Administrative rule records, GRS-1692.

**AUTHORIZED:** 07-07-2021

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Department of Human Services

**SERIES:** 23676

3

**TITLE:** Child Support Guidelines Advisory Committee records

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Records created by Child Support Guidelines Advisory committee. This committee was created by the legislature to update the Child Support tables and the data that go into them. Includes agenda, meeting minutes, correspondence, final reports, and related records documenting the accomplishments of the committee this committee convenes at 4 year intervals. The responsibility for the committee rotates between the Department of Human Services and the Administrative Office of the Courts.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
the committee sets child support guidelines for the department.

**AGENCY:** Department of Human Services

**SERIES:** 23676

**TITLE:** Child Support Guidelines Advisory Committee records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 80271

3

**TITLE:** Constituent complaint files

**DATES:** 1985-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.60 cubic feet.

**DESCRIPTION:**

These files document the tracking of complaints, criticisms, and suggestions for the Department of Human Services. The department uses this information to identify problems, improve customer service, and create client-friendly policies. Information includes correspondence from citizens, response letters, and complaint and resolution details.

**RETENTION:**

Retain for 5 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after date of resolution and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services

**SERIES:** 81707

3

**TITLE:** Council files

**DATES:** 1989-

**ARRANGEMENT:** Chronological thereunder alphabetical by council name

**DESCRIPTION:**

These records document councils established by the department to advise, coordinate, and collaborate with other state agencies.

Information may include correspondence, agendas, reports, and meeting minutes.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 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.

Paper copy: Retain in Office until administrative need ends and then destroy.

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

**APPRAISAL:**

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

These records contain information about historically important council activities and decisions. Files may include agenda, programs, brochures, reports, significant correspondence and related material.

**AGENCY:** Department of Human Services

**SERIES:** 81707

**TITLE:** Council files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services

**SERIES:** 2656

3

**TITLE:** Executive correspondence

**DATES:** 1962-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, achievements, or programs. These records document material discussions and decisions and may originate on paper, electronic mail, or other media.

**RETENTION:**

Permanent. Retain for 10 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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives 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.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.



**AGENCY:** Department of Human Services

**SERIES:** 2656

**TITLE:** Executive correspondence

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 23632

3

**TITLE:** Executive Director's meeting minutes

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created to record meetings with the executive director. May include leadership team meetings, agenda, meeting minutes, reports, and related records documenting the accomplishments of staff. May include audio and video recordings if minutes are not taken. Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Human Services

**SERIES:** 23632

**TITLE:** Executive Director's meeting minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 81706

3

**TITLE:** Grant files

**DATES:** 2009-

**ARRANGEMENT:** Chronological thereunder alphabetical by grant name.

**DESCRIPTION:**

These records are grants applied for, received and/or administered by the department. Information may include correspondence, awards, and monitoring reports.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2017.

**AGENCY:** Department of Human Services

**SERIES:** 24437

3

**TITLE:** Human Touch newsletter

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Human Touch newsletter is published monthly by the Utah Department of Human Services. The newsletter includes messages from the department's executive director, employee accomplishments, program announcements, personnel changes, policy changes, and other issues important to the department at large. The newsletter became available online in 1999.

**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: For records prior to and including 1999. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1999 and continuing to the present. Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Department of Human Services

**SERIES:** 24437

**TITLE:** Human Touch newsletter

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 15999

1

**TITLE:** Interdepartmental agreements

**DATES:** 1990-

**ARRANGEMENT:**

**DESCRIPTION:**

These records are agreements between the Department of Human Services and other governmental entities.

**RETENTION:**

Retain for 10 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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 2796

1

**TITLE:** Public information files

**DATES:** 1973-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Correspondence, newspaper clippings, press releases, forms, and records pertaining to agency functions and activities.

**RETENTION:**

Retain for 3 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 3 months or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Human Services

**SERIES:** 1558

3

**TITLE:** Publications

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the Department of Human Services including pamphlets, reports, newsletters, and other published or processed documents. These records include information on agency planning and other issues addressed by the Department. May include annual reports, studies, surveys and legislative information. 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 for 10 year(s)

**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 Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

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

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

**AGENCY:** Department of Human Services

**SERIES:** 1558

**TITLE:** Publications

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services

**SERIES:** 15988

3

**TITLE:** Tribal agreements

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are agreements between the Department of Human Services and federally recognized Indian tribes of Utah.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the agency. These records represent agreements between the Department of Human Services and federally recognized Indian tribes of Utah.

**PRIMARY DESIGNATION:**

Public