

## Retention and Classification Report

**Agency:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired (1377)  
250 North 1950 West, Suite B  
Salt Lake City, UT 84116-7902  
801-533-5191

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

82610	Director's administrative files
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**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired

**SERIES:** 82610

3

**TITLE:** Director's administrative files

**DATES:** ca. 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These files contain the director's administrative correspondence and other materials relating to the development of services and the administration of the Division of Services for the Blind and Visually Impaired. These files include correspondence, memoranda, and other materials; names and addresses.

**RETENTION:**

Permanent. Retain for 10 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:** 05/1987

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 5 years after administrative value has been met or until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). General Schedule 23 Item 1 lists a two year retention for general housekeeping administrative files, which include budget papers; expenditure of funds; day-to-day administration of office personnel, including training and travel; supplies, office services and equipment requests; and all other materials that do not serve as the official documentation of the programs of the

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired  
**SERIES:** 82610  
**TITLE:** Director's administrative files

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agency. Program correspondence and other materials that document the development of services and programs, however, have a permanent retention.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired

**SERIES:** 82590

3

**TITLE:** Division of Services for the Blind and Visually Impaired Advisory Council meeting files

**DATES:** 1970-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are minutes and meeting files of the Division of Services for the Blind and Visually Impaired (DSBVI) Advisory Council which document discussions of issues and resolutions. They include names and contact information for advisory council members, minutes of meetings, and correspondence relating to the issues of the council.

**RETENTION:**

Permanent. Retain for 10 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:** 05/1987

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 5 years or until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are historical because they provide evidence of significant policy formulation and business processes of the government, and because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired

**SERIES:** 82590

**TITLE:** Division of Services for the Blind and Visually Impaired Advisory Council meeting files

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**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2020.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired

**SERIES:** 82616

3

**TITLE:** Division of Services for the Blind and Visually Impaired client case files

**DATES:** ca. 1970-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 2.40 cubic feet.

**DESCRIPTION:**

These files form complete case histories and document client registration, eligibility, and services rendered to legally blind and visually impaired individuals. The files are divided into Current Case Files and Deceased Case Files. These files include case information and referral form; clinical reports; physician's report of eye examination including diagnosis, prognosis, and insurance information; supplemental report of eye examination; remarks of teachers; obituaries; and other documentation relating to care and treatment of eligible individuals. Data elements include age, current and past addresses, date of birth, educational level, medical information, marital status, military service, name, name of kin, occupation, physical disabilities, religious preferences, social security number, and telephone number.

**RETENTION:**

Permanent. Retain for 7 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after client is deceased and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind and Visually Impaired

**SERIES:** 82616

**TITLE:** Division of Services for the Blind and Visually Impaired client case files

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**APPRAISAL:**

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

These case files may be current for several years and may contain many personal impressions of physicians and teachers, therefore requiring a classification of "confidential" for those selected pieces of information. These case files document the programs and treatment of Utah's legally blind and visually impaired and possess rich research value similar to other patient case files.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2020.