Retention and Classification Report

Agency: Tooele County (Utah). Department of Health (1807)

151 North Main Street
Tooele, UT 84074
435-843-2300

Records Officer: _____

07715	Blood pressure/cholesterol screening files
25308	Cancer screening program records
18155	Environmental industry chart files
13460	Environmental/occupational investigation case files
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25311	Families Agencies Communities Together patient records
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AGENCY: Tooele County (Utah). Department of Health

SERIES: 7715 3
TITLE: Blood pressure/cholesterol screening files
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain a two-part form completed by health workers for clients having blood pressure and cholesterol health screenings. These informal screenings are held at various locations throughout Tooele County including shopping centers and health fairs. They are used to identify existing health problems and to encourage healthy lifestyles. The original (white copy) is submitted to the State Bureau of Chronic Disease Control while the yellow copy is maintained by the local health department. The form includes the name, address, social security number, phone number, weight, height, birth date, age, information on gender, ethnic origin, education level, questions concerning smoking, questions concerning blood pressure and blood cholesterol, brief family and individual medical history, blood pressure readings, blood cholesterol readings, and signed consent authorizing blood pressure and cholesterol testing.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

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

AGENCY: Tooele County (Utah). Department of Health

SERIES: 7715
TITLE: Blood pressure/cholesterol screening files

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the local health department. The State's copy (Series 83681) is scheduled for four years.

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25308 3
TITLE: Cancer screening program records
DATES: 1995-
ARRANGEMENT: Alphabetical by client's name
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records contain the results of breast and cervical cancer screening tests offered by the local health department. The charts include the assessment, laboratory reports, and notes. Information includes the patient's name, address, ethnic origin, educational level, total family income, number of persons in household, religion, next of kin, age at marriage and first pregnancy, personal and family history of certain diseases, date of birth, height, weight, telephone number, social security number, medical history, signed consent for medical information to be released to the department, signed consent for the screening, the diagnosis, the procedures used in the testing, and the recommended treatment.

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: 05/2004

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, and/or legal value(s).

This disposition is based on the administrative needs expressed by the agency and meets the basic state requirements concerning medical records and malpractice requirements.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25308
TITLE: Cancer screening program records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18155 3
TITLE: Environmental industry chart files
DATES: 1982-
ARRANGEMENT: Alphabetical by industry name
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document the compliance monitoring of industries to environmental laws and regulations. They are also used for environmental audits and assessments. These files include the correspondence between local, state, and federal agencies and industries located within the county; permits; notices of violation; notices of warning; permit changes; settlement agreements; and requests for review and comments.

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: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 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 the administrative needs expressed by the department and secondary research needs in documenting environmental industries in Tooele County.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18155
TITLE: Environmental industry chart files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Department of Health

SERIES: 13460 1
TITLE: Environmental/occupational investigation case files
DATES: 1978-
ARRANGEMENT: Alphabetical by industry name
DESCRIPTION:

These are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred. The State Bureau of Epidemiology maintains the record copy of these records permanently.

RETENTION:

Retain for 7 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 until completion of investigation and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records have only administrative value.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 13460
TITLE: Environmental/occupational investigation case files

(continued)

PRIMARY DESIGNATION:

Public — Health hazard appraisals

SECONDARY DESIGNATION(S):

Private. — Patient/case files

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6562 3
TITLE: Expenditures summary report
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This is a monthly statement sent to the state Department of Health to bill for expenses incurred on state contracts. This statement includes the name of the local health department, month and year, allocation of expenditures by contract type, expenditure category (wages and salaries, fringe benefits, etc.), total amount of expenditures, amount of the collection received, the net amount of expenditures, and date and signature of the certifying official.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Expenditures summary statement, GRS-555.

AUTHORIZED: 12-01-1992

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.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the previously approved Local Health General Records Retention Schedule (6/87).

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6562
TITLE: Expenditures summary report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25311 3
TITLE: Families Agencies Communities Together patient records
DATES: 1999-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These records are patient charts for Families Agencies Communities Together (FACT)program. They are used to assess the family's health and to provide appropriate referrals to other community services. They include nurses notes regarding families enrolled in the program, demographics on enrolled families, consent to participate in program information, patient charts, referral to other agency information, and nursing care plans.

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: 05/2004

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, and/or legal value(s).

This disposition meets both state and federal requirements concerning malpractice and Medicaid requirements as specified in 42 CFR 491.10 (2003). It states that "the records are retained for at least 6 years from date of the last entry."

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25311
TITLE: Families Agencies Communities Together patient records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6563 3
TITLE: Family planning client case files
DATES: 1976-
ARRANGEMENT: Alphabetical by patient's surname
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These files document services provided to individuals enrolled in the family planning program funded by federal grant funds under Section 1001 of the Public Health Act. The purpose of the grant is to provide educational, comprehensive medical, and social services necessary to aid families, particularly low income families, in determining the number and spacing of their children. These files include a physical examination form, a record of client visits, progress notes, financial form, signed consent forms, contraceptive method authorization forms, and laboratory test results.

RETENTION:

Retain for 4 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after after client leaves the program 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 dispostion is based on the previously approved Local Health General Records Retention Schedule (6/87).

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6563
TITLE: Family planning client case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 13465 3
TITLE: Food service establishment reports
DATES: 1982-
ARRANGEMENT: Alphabetical by food establishment name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports on inspections of food service establishments to ensure that proper methods of food preparation and sanitation are followed. These inspections are authorized under UCA 26-15-15-2(1), 26A-1-113, 26A-1-114(1)(g) (1993). They are used to track violations and compliance to state law and local ordinances. These reports include the name and address of the owner; the name of the establishment; the inspection purpose (follow-up, regular, etc); the date that identified violations must be corrected; the inspector's comments; and the results of the inspection of food, food protection, personnel, food equipment and utensils, water, wastewater, plumbing, toilet and hand washing facilities, solid waste disposal, insect/rodent/animal control, floors, walls, and ceilings, lighting, ventilation, dressing rooms, other operations, living quarters/laundry; the rating score; and inspector's name.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 13465
TITLE: Food service establishment reports

(continued)

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8048 3
TITLE: Home visit case files
DATES: 1950-
ARRANGEMENT: Alphabetical by patient's surname.
DESCRIPTION:

These case files document home visits made by public health nurses to following up cases referred to the health department. These visits are to victims of neglect and people with disabilities, behavior problems, and and neurological conditions. The files include nurse's findings, appointments, nurses notes, charts, and related correspondence.

RETENTION:

Retain for 11 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closed and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

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

This disposition is based on UCA 78-14-4 (1991), "No malpractice action against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers, or through the use of reasonable diligence should have discovered the injury, whichever first occurs, but not to exceed four years after the date of the alleged act, omission, neglect or occurrence."

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8048
TITLE: Home visit case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 7568 3
TITLE: Immunization consent cards
DATES: 1981-
ARRANGEMENT: Numerical by encounter number
DESCRIPTION:

These are cards completed by parents before their children receive immunizations for measles, mumps, rubella, polio, diptheria, tetanus, and pertussis. These consent forms are secured to help protect the local health department against suit for failure to obtain informed consent under UCA 78-14-5 (1990). These forms include the patient's name, address, age, and date of birth; the signature of the consenting adult; and a printed description of the benefits and risks of the vaccine.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the advise of the State Health Department and the National Center for Disease Control (CDC). This retention is 5 years longer than the approved retention of 5 years previously approved in the Local Health Department General Records Retention Schedule (6/87).

AGENCY: Tooele County (Utah). Department of Health

SERIES: 7568
TITLE: Immunization consent cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8051 3
TITLE: Infant Development Program case files
DATES: 1984-
ARRANGEMENT: Alphabetical by surname.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These case files document the participation of Tooele County children in the federal Handicapped Children's Early Education Program under 34 CFR 309 and 315. This program deals with children from birth to age three. The information includes the examination date, the child's name, birth date, the diagnosis, the providers' names and telephone numbers, whether the patient communicated with the providers in the last six months, the date and results of the last physical exam, a record of immunizations, vision screening results, hearing screening results, dental screening results, nutritional status, developmental status, language assessment, and daily activities.

RETENTION:

Retain for 2 year(s) after end of project or program or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after child leaves program and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy provided child has reached the age of 21.

APPRAISAL:

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

This disposition is based on the provisions of the Office of Education's "Special Education Rules" (1988) and discussions with the State Health Department.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8051
TITLE: Infant Development Program case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12242 4
TITLE: Kindergarten child health physical exam records
DATES: 1983-
ARRANGEMENT: Chronological, thereunder alphabetical by name
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Records of health physicals offered throughout the year and provided to any kindergarten children, used to identify developmental delays. The records include a patient history, physical exam, and development assessments.

RETENTION:

Retain for 11 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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 department.

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18154 3
TITLE: Prenatal case files
DATES: 1987-
ARRANGEMENT: Numerical by client number, thereunder chronological by date of visit
DESCRIPTION:

These are case files for women who are eligible for the prenatal program. This program is for low income pregnant women who were presumed eligible for medicaid or who are on medicaid. The local health department performs an initial interview to determine the woman's eligibility. Once the woman is determined eligible she is assigned to a registered nurse who then contacts the client every month and performs home visits. Each of these components are documented in each client's chart. The client is maintained in the program for two months after the pregnancy ends. The case file includes prenatal care coordination tracking record form, nursing notes, prenatal initiative form, Utah Perinatal Record System (UPRS), identification card, health insurance claim form, and information release form.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Prenatal health case files, GRS-590.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after last visit 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).

Records have only administrative value.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18154
TITLE: Prenatal case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 5519 3
TITLE: Preschool immunization survey
DATES: 1975-
ARRANGEMENT: Chronological, thereunder alphabetical by name of school
DESCRIPTION:

This is a survey taken by local health departments of children entering kindergarten in Tooele County. Copies of the forms are sent to the State Department of Health. It includes two forms, School Immunization survey form (form A) and Students needing follow-up action form (form B). Form A includes names of school and school district, phone number and location of school (city and county), name of responsible person, number enrolled in kindergarten, number of children with immunization cards or records turned in to the school, number of children with no record of immunization turned in, number of children adequately immunized, number of exemptions (medical, religious, personal) and total of exemptions. Form B includes name of school and school district, phone number, location of school (city and county), responsible person, student's name, telephone number and address, indication of which immunizations were not completed (DPT, polio, measles, rubella), indication whether in compliance but inadequate, and any comments.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 5519
TITLE: Preschool immunization survey

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the primary administrative needs expressed by the office. The Utah Health Department maintains these surveys as part of the Immunization program files (series 83013). Those files are maintained permanently.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25312 3
TITLE: School nursing records
DATES: 1994-
ARRANGEMENT: Alphabetical by school, thereunder chronological by year
ANNUAL ACCUMULATION: 3.60 cubic feet.
DESCRIPTION:

These records document school nursing services provided to each school within the Tooele County School District. They include school logs, health care plans, vision screening records, scoliosis screening records, tuberculosis screening records, completed school nursing forms, and nurses notes.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 8 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 and meets basic state and federal requirements.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 25312
TITLE: School nursing records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18151 3
TITLE: Sexually transmitted disease case files
DATES: 1982-
ARRANGEMENT: Alphabetical by client surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files are used in maintaining and locating medical information, and in the follow up of suspected individuals, cases and contacts with sexually transmitted diseases (STD) and for controlling the spread of STDs. As stated in the Utah Code of Communicable Disease Rules, the Department of Health is required to maintain this information in order to promote the public health and to prevent and control the spread of disease. The files include laboratory test cards, interstate transmission control identification forms, gonorrhea epidemiologic control records, infectious syphilis epidemiologic control records, original interview information, reinterview record and cluster interview.

RETENTION:

Retain for 4 year(s) after case is closed or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sexually transmitted disease case files, GRS-600.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closed or until client has reached the age of 18 and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Records have only administrative value.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18151
TITLE: Sexually transmitted disease case files

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-25a-101 (2008)

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12241 4
TITLE: Tuberculin skin testing worksheet
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Two-part form lists the results of tuberculin skin tests. The white copy is submitted and retained by the State Bureau of Chronic Disease as part of Active tuberculosis case charts (series 7540) for fifty years. The yellow copy is returned to the local health department. It includes name, phone number, address, test dates and results.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: 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, and/or legal value(s).

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

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12241
TITLE: Tuberculin skin testing worksheet

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 18152 1
TITLE: Tuberculosis client case files
DATES: 1982-
ARRANGEMENT: Alphabetical by client surname
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is an application used to obtain a permit to operate a food establishment. The form includes date, business name, address, and telephone number; applicant's name, address, and telephone number; business type; a statement signed by applicant indicating permit conditions; fee amount; permit number; name of person approving application, and the name and address of property owner.

RETENTION:

Retain for 7 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 case closed and then transfer to State Records Center provided client has reached 18. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Records have only administrative value.

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 13459 1

TITLE: Water bacteriological analyses results

DATES: 1970-

ARRANGEMENT: Alphabetical by water system

DESCRIPTION:

These are the results of tests of water sources such as wells to ensure that the water meets all health standards. These tests are authorized by UCA 26A-1-114(2)(d) (1992). These test results include county name, water supply source, the date sample was collected, lab number where tested, individual's name collecting the sample, and the test results.

RETENTION:

Retain for 4 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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12330 3
TITLE: Women, Infants, and Children (WIC) children participant case files
DATES: 1990-
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

These files document the participation of children in the Women, Infants, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families in accordance with the provisions of 7 CFR 246 (1993). This program is open to children between the ages of one and five. These files include the nutritional education record, lost or stolen WIC Voucher/ID Card Report, WIC certification form, nutrition care plan, nutrition education information, WIC participant responsibilities agreement, turnaround change order, family enrollment form, growth charts, infant/child medical history, nutrition history, and correspondence.

RETENTION:

Retain for 10 year(s) or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Women, infants, and children (wic) children's participant files, GRS-618.

AUTHORIZED: 12-01-1992

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.

Paper: Retain in Office until until child reaches the age of 10 years and then destroy.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12330
TITLE: Women, Infants, and Children (WIC) children participant case files

(continued)

APPRAISAL:

These records have administrative value(s).
Records have only administrative value.

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6560 3
TITLE: Women, Infants, and Children (WIC) family participant files
DATES: 1980-
ARRANGEMENT: Alphabetical by surname
DESCRIPTION:

These files document the participation of women and children in the WIC program which provides supplemental foods and nutrition education to low income families in accordance with the provision of 7 CFR 246 (1990). This program is open to pregnant, postpartum, and breast-feeding women and to their children under the age of three. These files include nutrition history, ineligibility notification, family enrollment forms, turnabout change order, nutrition education information, nutrition education attendance record, nutrition care plan, pregnancy history, WIC certification form, and WIC participant responsibilities agreement.

RETENTION:

Retain for 10 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after client's termination from the program 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 meets all federal guidelines stated in 7 CFR 246.15 (1990). It is also based on the Local Health Department General Records Retention Schedule (approved 6/87) and discussions with the State Health Department.

AGENCY: Tooele County (Utah). Department of Health

SERIES: 6560
TITLE: Women, Infants, and Children (WIC) family participant files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8046 3
TITLE: Women, Infants, and Children (WIC) program check register
DATES: 1987-
ARRANGEMENT: Chronological, thereunder numerical by participant identification number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This computer printout reports all checks issued under the WIC program. It is used for verification and auditing purposes. The register includes the computer run date, participant's number and name, month and year check issued, list of foods purchased, check number, date recertification due, and participant's signature and date signed.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1991

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.

APPRAISAL:

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

This disposition is based on 7 CFR 246.25 (1990) which requires, "All records shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the report pertains."

AGENCY: Tooele County (Utah). Department of Health

SERIES: 8046
TITLE: Women, Infants, and Children (WIC) program check register

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Tooele County (Utah). Department of Health

SERIES: 12331 3
TITLE: Women, Infants, and Children (WIC) program operational records
DATES: 1987-
ARRANGEMENT: Chronological
DESCRIPTION:

These records document the operations of local WIC programs. These records include a variety of preliminary reports (monthly, activity, summary reports) and related correspondence.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Women, infants, and children (wic) children's participant files, GRS-618.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office until submission of annual or final expenditure report 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).

Records have only administrative value.

PRIMARY DESIGNATION:

Public