Retention and Classification Report

Agency: Department of Workforce Services. Office of Child Care (1831)

140 East 300 South, 5th Floor
Salt Lake City, UT 84111
801-526-4341

Records Officer: _____

26276 Child care subsidy history files

AGENCY: Department of Workforce Services. Office of Child Care

SERIES: 26276 3
TITLE: Child care subsidy history files
DATES: 1992-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The office of Child Care has kept detailed files documenting the effectiveness of various subsidy procedures and substantiating reasons for changes. These files contain such things as the original cash-out planning meeting notes, reports, and results. They include day care histories and information about public hearings on waiting list issues. They include cost of living updates, local market rate studies, needs assessments, and audits of child care subsidy programs. They also include information about social services block grants, homeless policies and decisions, and ORS processes, and Early Care Committee notes.

RETENTION:

Permanent. Retain for 21 year(s)

DISPOSITION:

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 21 years and then transfer to State Archives with authority to weed.

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(continued)

APPRAISAL:

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

Anyone wishing to know the history of child care subsidy can use this series for research.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.