

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Duchesne Office (1873)
P. O. Box 808
Fort Duchesne, UT 84026

Records Officer: _____

25544 Adoption case files

AGENCY: Department of Human Services. Division of Child and Family Services. Duchesne Office

SERIES: 25544

3

TITLE: Adoption case files

DATES: [ca. 1996]-

ARRANGEMENT: Alphabetical by client last name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These records document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain for 45 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption case files, GRS-2477.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

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(continued)

PRIMARY DESIGNATION:

Controlled