

Retention and Classification Report

Agency: Department of Health. Center for Health Data and Informatics (2786)

288 North 1460 West
Salt Lake City, UT 84116

Records Officer: _____

23818	Health status survey reports
29952	Institutional Review Board protocols for clinical trials
30119	Internal Review Board meeting minutes
23819	Public health outcome measures report
23820	Publications
24202	Utah health status update

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 23818

3

TITLE: Health status survey reports

DATES: 1986-

ARRANGEMENT: Chronological by date of publication.

DESCRIPTION:

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 until administrative need ends

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function. The survey provides information related to the health status and health care delivery systems at statewide and health district levels.

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 23818

TITLE: Health status survey reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 29952

1

TITLE: Institutional Review Board protocols for clinical trials

DATES: 2009-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are maintained for research documentation including protocols and outcomes. The Institutional Review Board (IRB) reviews, approves, and monitors all research involving Department of Health clients. Information includes applications, research plans and protocols, IRB meeting minutes, and correspondence between the IRB and researchers.

RETENTION:

Retain for 7 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 4 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 29952

TITLE: Institutional Review Board protocols for clinical trials

(continued)

SECONDARY DESIGNATION(S):

Controlled.	Utah Code 63G-2-304(2019)
Protected.	Utah Code 63G-2-305(1) and (4)(2019)

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 30119

3

TITLE: Internal Review Board meeting minutes

DATES: 2009-

ARRANGEMENT: Chronological.

DESCRIPTION:

These meeting minutes document the business of the Department of Health's Internal Review Board. The purpose of the board is to review human subjects research under US Department of Human Health and Services (DHHS) 45CFR-46, as well as conducts ethical consultations of projects that are not human subjects research.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Closed meeting records, GRS-1710.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

These records are considered permanent because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 30119

TITLE: Internal Review Board meeting minutes

(continued)

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304(1) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2021.

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 23819

3

TITLE: Public health outcome measures report

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

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 until administrative need ends

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 23820

3

TITLE: Publications

DATES: 1994-

ARRANGEMENT: Chronological.

DESCRIPTION:

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 until administrative need ends

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Center for Health Data and Informatics

SERIES: 24202

3

TITLE: Utah health status update

DATES: 1997-

ARRANGEMENT: Chronological.

DESCRIPTION:

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 until administrative need ends

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public