

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
Salem Office (2934)  
Salem Office  
609 North State Road 198  
Salem, UT 84653  
801-794-6700

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

22824	Adoption case files
22829	Child protective services investigation case files

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Salem Office

**SERIES:** 22824

3

**TITLE:** Adoption case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname.

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

**RETENTION:**

Permanent. Retain for 25 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the Juvenile Court Act. Retention is comparable to Wisconsin RLIN record WIHV86-A1641. Utah Administrative Code, R817-3-8 (1989), specifies that adoption records be retained permanently.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Salem Office  
**SERIES:** 22824  
**TITLE:** Adoption case files

(continued)

**PRIMARY DESIGNATION:**

Controlled

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2019.

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Salem Office

**SERIES:** 22829

3

**TITLE:** Child protective services investigation case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

**RETENTION:**

Retain for 100 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

**AUTHORIZED:** 04-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 0 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. Salem Office  
**SERIES:** 22829  
**TITLE:** Child protective services investigation case files

(continued)

**PRIMARY DESIGNATION:**  
Exempt UCA 62A-4-513 (2008)