

Retention and Classification Report

Agency: Tuberculosis Hospital (1155)

, UT

Records Officer

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AGENCY: Tuberculosis Hospital

SERIES: 2540

3

TITLE: Administrative records

DATES: 1950-1966.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2619

3

TITLE: Admission applications and petitions

DATES: 1940-1953.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains petitions for approval of application to the Tuberculosis Hospital.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records documents the functioning of an obsolete agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Tuberculosis Hospital

SERIES: 2616

3

TITLE: Admissions list

DATES: 1961-1966.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains a listing of people admitted to the Tuberculosis Hospital with information pertaining to name, case number, medical condition and date of admission.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

These records document the history of the state operated Tuberculosis Hospital.

PRIMARY CLASSIFICATION:

Private

AGENCY: Tuberculosis Hospital

SERIES: 2605

3

TITLE: Annual reports

DATES: 1942-1966.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Tuberculosis Hospital activities from the previous year.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

Publications which document agency history and functions have ongoing research value.

AGENCY: Tuberculosis Hospital

SERIES: 2605

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tuberculosis Hospital

SERIES: 2620

3

TITLE: Audit reports

DATES: 1950-1965.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Tuberculosis Hospital

SERIES: 2620

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Tuberculosis Hospital

SERIES: 2622

3

TITLE: Budget and fiscal records

DATES: 1961-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 22008

3

TITLE: Correspondence

DATES: 1943-1967.

ARRANGEMENT: none

DESCRIPTION:

General correspondence to and from the Tuberculosis hospital regarding the building, staff, patients, and operation of the institution.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

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

APPRAISAL:

Historical

This disposition is based on the historical information the correspondence provides on a specialty hospital.

AGENCY: Tuberculosis Hospital

SERIES: 2623

3

TITLE: Indigent patient ledgers

DATES: 1965-1966.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2624

3

TITLE: Inter-account bills

DATES: 1965-1966.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2625

3

TITLE: Invoices

DATES: 1961-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2805

3

TITLE: Medical case files

DATES: 1942-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Private

AGENCY: Tuberculosis Hospital

SERIES: 2626

3

TITLE: Miscellaneous expenditure vouchers

DATES: 1966-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2550

3

TITLE: Patients bank statements

DATES: 1950-1969.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 20 years and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: Tuberculosis Hospital

SERIES: 2621

3

TITLE: Payroll register worksheet

DATES: 1955-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Payroll register preparation forms listing fund, social security number, occupation code, employee name, warrant numbers, rate, earnings and withholdings, and total amounts paid.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

AGENCY: Tuberculosis Hospital

SERIES: 2621

TITLE: Payroll register worksheet

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Tuberculosis Hospital

SERIES: 2617

3

TITLE: Photographs

DATES: 1948-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains photographs of people and activities at the hospital.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

These photographs document the history of the hospital.

AGENCY: Tuberculosis Hospital

SERIES: 2617

TITLE: Photographs

(continued)

PRIMARY CLASSIFICATION:
Exempt HIPAA

SECONDARY CLASSIFICATION(S):
Public

AGENCY: Tuberculosis Hospital

SERIES: 2627

3

TITLE: Receipts

DATES: 1940-1951.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2628

3

TITLE: Revolving fund checkbooks

DATES: 1952-1954.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

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FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Tuberculosis Hospital

SERIES: 2618

3

TITLE: Scrapbooks

DATES: 1958-1960.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

This series contains a scrapbook with newspaper clippings, photographs, newsletters, etc.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 4.

These scrapbooks document the history of the hospital.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tuberculosis Hospital

SERIES: 2595

3

TITLE: Tuberculosis hospital minutes

DATES: i 1945-1967.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.