Retention and Classification Report

Agency: University of Utah. Medical Center. Family and Preventive Medicine (1255)
375 Chipeta Way, Ste A
Salt Lake City, UT 84108
581-7234

Records Officer Gregory Thompson

16496	*	Bladder cancer study information files
16497	*	Bladder cancer study questionnaires and interview files
16430		Cancer incidence in Mormons and non-Mormons in Utah stu
16495	*	Child brain tumor study
16491	*	Colon cancer study information files
16494	*	Colon cancer study questionnaires and interview files
16431	*	Death certificate versus incidence data studies
16429		New Zealand cancer study
16427	*	Urban/rural data on cancer incidence in Utah
16428		Uterine cancer rate study

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16496 3
TITLE: Bladder cancer study information files
DATES: 1978-1982.
ARRANGEMENT: Alphabetical by subjects
DESCRIPTION:

These files contain the physician information files, respondent information files, correspondence and other preparatory information relative the study of cancer of the bladder. The files include names, telephone numbers, medical histories, consent information, and other personal information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 5 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These files relate to the Bladder Study Questionnaires and are valuable to the medical and social research.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16497 3
TITLE: Bladder cancer study questionnaires and interview files
DATES: 1978-1982.
ARRANGEMENT: Numerical by case number
DESCRIPTION:

These files contain the actual questionnaires and interviews conducted to study the incidence of cancer of the bladder. The studies are very indepth and probe lifestyles while not revealing the identity of the respondent.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 5 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These files are valuable to medical and social research.

PRIMARY CLASSIFICATION:

Public

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16430 3
TITLE: Cancer incidence in Mormons and non-Mormons in Utah studies
DATES: 1966-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These studies compare the incidence of cancer between Mormons and non-Mormons living in Utah. The files contain raw data in the form of tables and data sets, reports, and correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 4 years after study is complete and then transfer to State Records Center. Retain in State Records Center for 3 years and then microfilm and transfer paper copy to U of U Archives.

Microfilm master: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer silver master to U of U Archives.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These studies are historically valuable and provide raw data for further research. The microfilm will provide ease of duplication for other research institutions and the paper will preserve the tables that, because of the media used, may not appear clearly.

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16430
TITLE: Cancer incidence in Mormons and non-Mormons in Utah studies

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16495 3
TITLE: Child brain tumor study
DATES: 1978-1982.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the documentation and data from several telephone surveys conducted concerning the incidence of brain tumors in children. The files contain correspondence, interview data sheets, telephone numbers, locations, and physician information.

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 Office for 5 years and then microfilm and transfer to State Records Center. Retain in State Records Center for 5 years after series closed date and then destroy provided that paper has been microfilmed.

Microfilm master: Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

Administrative

These files are medically and socially valuable to researchers.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16491 3
TITLE: Colon cancer study information files
DATES: 1975-1978.
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the documentation and preparation for questionnaires and interviews administered to individuals to study the incidence of colon cancer. The files include card files of participants, correspondence history, and physician information.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 5 years and then microfilm and transfer to State Archives with authority to weed.

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

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These files correlate with the questionnaires and possess research value.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16494 3
TITLE: Colon cancer study questionnaires and interview files
DATES: 1975-1978.
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the actual questionnaires and interviews conducted by staff to ascertain causes of colon cancer. The files include non-identifying responses to questions concerning eating habits, lifestyles, medical history, and other information relative to the incidence of cancer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 5 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

The raw data supplied by these questionnaires are extremely valuable for medical and social research.

PRIMARY CLASSIFICATION:

Public

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16431 3
TITLE: Death certificate versus incidence data studies
DATES: 1977-1978.
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

These studies compare the reliability of death certificate information compared to information gathered from case files and other sources as the information relates to cancer patients. The files include statistical studies, tables, computer printouts, notes, and correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 4 years after study is complete and then transfer to State Records Center. Retain in State Records Center for 3 years and then microfilm and transfer paper copy to U of U Archives.

Microfilm master: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer silver master to U of U Archives.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These studies provide valuable research data in to the reliability of records. The paper copy will be maintained to preserve the tables and the microfilm will allow for ease of duplication for other research institutions.

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16431
TITLE: Death certificate versus incidence data studies

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16429 3
TITLE: New Zealand cancer study
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This study compares the incidence of cancer among Mormon Maori and non-Maori inhabitants of New Zealand. The files includes raw data from church records, and cables and other correspondence.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 7 years after study is complete and then transfer to State Archives.

Microfilm master: Retain in Office for 7 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 18.

These studies are historically valuable and will provide raw data for researchers.

PRIMARY CLASSIFICATION:

Private

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16427 1
TITLE: Urban/rural data on cancer incidence in Utah
DATES: 1967-1978.
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION:
DESCRIPTION:

These case files document studies performed by the Univeristy of Utah comparing the incidence of cancer in rural and urban areas and between Mormons and non-Mormons. The files include raw data in the form of tables and statistics, reports, drafts of studies, and correspondence.

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 Office for 4 years after study complete or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 3 years and then microfilm and transfer paper copy to the.

Microfilm master: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These studies are historically valuable and provide great quantities of comparable data. The paper documentation will be preserved as many of the tables are in pencil and other media that will not microfilm well, while the microfilm will allow ease of duplication for other research institutions.

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16427
TITLE: Urban/rural data on cancer incidence in Utah

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16428 3
TITLE: Uterine cancer rate study
DATES: 1976-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This study compares data concerning the incidence of uterine cancer in Utah. The files include raw data in the form of tables, and reports and correspondence.

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 Office for 4 years after study is complete or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 3 years and then microfilm and transfer paper copy to the.

Microfilm master: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This study is historically valuable because of the final reports and the raw data. The paper will be preserved as some of the tables will not microfilm well, while the film will provide for ease of duplication for other research institutions.

AGENCY: University of Utah. Medical Center. Family and Preventive Medicine

SERIES: 16428
TITLE: Uterine cancer rate study

(continued)

PRIMARY CLASSIFICATION:
Public