Retention and Classification Report

Agency: Attorney General's Office. Human Services Division (1926)

Human Services Division
Heber Wells Building, 6th floor
Salt Lake City, UT 84111

Records Officer Missy Larsen

17940 *Administrative files
21998 *Correspondence
17832 *Division of Child and Family Services case files
17939 *Personnel files

AGENCY: Attorney General's Office. Human Services Division

SERIES: 17940 3
TITLE: Administrative files
DATES: 1984-2010.
ARRANGEMENT: Alphabetical by subject, thereunder chronological
DESCRIPTION:

Record of all memoranda and correspondence generated by another agency for general reference by all agency employees.

RETENTION:

Retain 3 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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Attorney General's Office. Human Services Division

SERIES: 21998 3
TITLE: Correspondence
DATES: 1981-2010.
ARRANGEMENT: Alphabetical by attorney, thereunder chronological

DESCRIPTION:

The Human Services division of the Attorney General's office was dissolved. records kept under former division number 1926, are now (2010) kept under agency #2605 Child and Family Services division of the Attorney General's Office.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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AGENCY: Attorney General's Office. Human Services Division

SERIES: 17832 3
TITLE: Division of Child and Family Services case files
DATES: 1983-2010.
ARRANGEMENT: Alphabetical by case name
DESCRIPTION:

These files document legal cases handled by the Attorney General's Office for the Department of Human Services, Division of Child and Family Services. The Attorney General's office is responsible for representing state agencies in legal matters. Information includes investigation materials, attorney work product, and correspondence.

RETENTION:

Retain 25 years after case closes.

DISPOSITION:

Destroy provided no pending action or litigation

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy provided there is no pending action or litigation.

APPRAISAL:

Administrative Legal

AGENCY: Attorney General's Office. Human Services Division

SERIES: 17832
TITLE: Division of Child and Family Services case files

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PRIMARY CLASSIFICATION:

Protected	UCA 63G-2-305 (2008)

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302 (2008)
Controlled.	UCA 63G-2-304 (2008)

AGENCY: Attorney General's Office. Human Services Division

SERIES: 17939 3
TITLE: Personnel files
DATES: 1980-2010.
ARRANGEMENT: Alphabetical by surname.
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after retirement or separation.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 after after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Attorney General's Office. Human Services Division

SERIES: 17939
TITLE: Personnel files

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APPRAISAL:

Administrative Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

These records contain the complete work history of an individual (excluding medical/psychological information) while employed by the state and have legal value as they serve as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

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