

Retention and Classification Report

Agency: Southwest Behavioral Health Center (St. George, Utah) (2477)
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St. George, UT 84770
435-634-5615

Records Officer

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AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11211

3

TITLE: Accounts payable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 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 Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11210

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 4 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 Office for 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 13279

3

TITLE: Activity summary sheets

DATES: 1990-

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This three-part time sheet documents the specific activities of Center's staff. They are used to charge staff time to specific programs. The first sheet is the billing copy, the second is used for payroll, and the third is the staff copy. The sheets include date, staff name and code, location code, activity, program code, time, patient name and identification number, and total hours.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 3 years and then destroy.

Paper copy: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need ends expressed by the Center.

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11236

3

TITLE: Agenda

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of notices of regular and special public meetings. They may include date, time, location of meeting, and list of items to be discussed.

RETENTION:

Retain 2 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 Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11237

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1994). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1994)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11237

TITLE: Annual budget

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11209

3

TITLE: Annual financial reports

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire county or a specific department. These reports usually include a statement on the value of all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 3.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11209

TITLE: Annual financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11235

3

TITLE: Annual reports

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11208

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1994)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1994)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11208

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 4. 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11205

3

TITLE: Case management client files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These case files document clients' progress and involvement with case management. Case management assists clients in solving life's problems (e.g., paying bills, transportation needs). They are maintained in addition to all other client files which may be generated by other programs within the Center. The files include copies of records from various outpatient client files including service plans, ninety day treatment review plans, referral forms, progress notes, correspondence, and case management notes detailing assistance provided.

RETENTION:

Retain 5 years after case closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 after case closed and then destroy.

APPRAISAL:

Legal

This disposition is based on the Medicare legal requirements specified in the Utah Administrative Code, R414-28 (1983). "As a condition of participation in the Medicaid program . . . to maintain for a minimum of five years all records necessary to

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11205

TITLE: Case management client files

(continued)

document and disclose fully the extent of all services to Medicaid recipients."

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11229

3

TITLE: Class records

DATES: 1992-

ARRANGEMENT: Alphabetical by class, thereunder by student surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document participation in classes taught by the Center. Classes include smoking, driving under the influence (DUI), life skills, and parenting. Attendance may be court ordered (smoking, DUI) or voluntary (life skills, parenting). These records include referral forms, cycle summaries, registration forms, correspondence, instructor's class reports, course evaluations, tobacco use data, class quizzes and tests, homework assignments, agency expectation forms, and attendance records.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the Center.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11229

TITLE: Class records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11241

3

TITLE: Client case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These case files document the diagnosis and treatment of mental health, alcohol and drug abuse patients. They are created by clinical staff including social workers, psychiatrists, nurses, and psychologists. They may include applications for services, assessments, mental health examinations, treatment plans, medical records, progress notes, treatment reviews, income claim forms, copies of paycheck stubs, copies of medicare card, release forms, medication prescribed, copies of prescriptions issued, psychological tests and evaluations. May also contain case management documents such as ninety day reviews and service plans.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 10 years after discharge at last episode of care or until patient is 25 years old, whichever is longer, and then destroy.

Digital Versatile Disk - Rewritable: Retain in Office for 10 years after discharge at last episode of care or until patient is 25 years old, whichever is longer, and then destroy.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11241

TITLE: Client case files

(continued)

Compact disc: Retain in Office for 10 years after after discharge at last episode of care or until patient is 25 years old, whichever is longer, and then destroy.

APPRAISAL:

Legal

This disposition is based on the Medicare legal requirements specified in the Utah Administrative Code, R414-28 (1983). "As a condition of participation in the Medicaid program . . . to maintain for a minimum of five years all records necessary to document and disclose fully the extent of all services to Medicaid recipients."

PRIMARY CLASSIFICATION:

Controlled

SECONDARY CLASSIFICATION(S):

Private. treatment plan, medical history, medical record, application for mental health, alcohol and client admission

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 13281

3

TITLE: Client fee adjustment surname

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to make adjustment to the computerized client billings (Series 11227). They include client's name, household number, adjustment date and amount, adjustment code, reason for the adjustment and terminal operator's initials.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 adjustments made and then destroy.

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11202

3

TITLE: Client program listings

DATES: 1985-

ARRANGEMENT: Alphabetical by program name, thereunder chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These client listings are computer reports used to identify clients served and program case loads. They may be generated by individual programs, program groups or for the Center as a whole. They include a listing of clients served by Center or subsection and may also include other information, such as staff providing services, type of services received, diagnoses, whether the client is Medicaid or Medicare, identification number, bed days, admittance and discharge dates, sex, birth date, income, and fee information.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the Center.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11202

TITLE: Client program listings

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11225

3

TITLE: Delinquent client account notice

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This notice informs therapist that a client's account is past due. The therapist informs the client, adds comments to the form, and returns it to the accounting office. The notice includes client's name, therapist's name, unpaid balance, date last payment received, therapist's comments and signature.

RETENTION:

Retain until account paid in full.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 account paid in full and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11225

TITLE: Delinquent client account notice

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11226

3

TITLE: Medicaid identification card copies

DATES: 1989-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly copies made of clients' Medicaid cards. They are used to verify that the client is eligible to receive Medicaid benefits. The card includes the client's name, sex, birthdate, and eligibility dates.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 copy: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11226

TITLE: Medicaid identification card copies

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11191

3

TITLE: Medicaid tracking records

DATES: 1991-

ARRANGEMENT: Alphabetical by client's surname

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These forms track medicaid payments for client services. They contain date, clients' names, where transferred from, Medicaid number, social security number, and rent amount.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 2 years and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11191

TITLE: Medicaid tracking records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11227

3

TITLE: Monthly billing statements

DATES: 1988-

ARRANGEMENT: Alphabetical by client's surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This monthly billing is sent to clients for services provided. The Center maintains the information on-line and only prints billing adjustments. The information is constantly being updated. It includes client's name and address, services being billed for and amounts, and account balance information.

RETENTION:

Retain 4 years or until adjustments made.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 adjustments made and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative and audit needs expressed by the Center.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11227

TITLE: Monthly billing statements

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11220

3

TITLE: Open client lists

DATES: 1990-

ARRANGEMENT: Chronological, thereunder alphabetical by client surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are listings of Center clients produced at regular intervals and provided to therapists for reference purposes. They include client names, household numbers, income, therapists, and may include other information including services provided.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 superseded and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need ends as expressed by the Center.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11220

TITLE: Open client lists

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 18709

3

TITLE: Payee accounts

DATES: 1993-

ARRANGEMENT: Alphabetical by client surname, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document the management of funds for clients under the case management or clubhouse programs. The Southwest Center is designated the legal payee for specified clients by the Social Security or Veterans Administrations. Services provided include the depositing of benefit checks and disbursing checks to pay vendors for client's food, housing, and other needs. These services are accomplished through regular checking and/or savings accounts established at a local credit union. The records include bank statements, copies of checks, deposit receipts, financial reports, check request forms and budget sheets.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 18709

TITLE: Payee accounts

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11207

3

TITLE: Personnel files

DATES: 1970-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, day and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain 65 years or 3 years after retirement or death.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/2003.

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 65 years or until 3 years after retirement or death and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 8, Item 20.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11207

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11234

3

TITLE: Phone message duplicates

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are duplicate telephone messages taken by the receptionist or other staff member to notify staff of telephone calls. They include the callers name and telephone number, the message and recipient.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 copy: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11234

TITLE: Phone message duplicates

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11217

3

TITLE: Policy and procedure manuals

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 18.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11217

TITLE: Policy and procedure manuals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11216

3

TITLE: Reading or chronological files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION:

Retain 1 year or administrative need.

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 Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 24.

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11193

3

TITLE: Resident attendance log sheets

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These sheets document attendance at the residential sites (e.g., Independence House, day care adult center). The resident usually signs the log and staff may initial. They are used to compile monthly statistical reports. The sheets may include date, resident's name, destination, comments, and times in and out.

RETENTION:

Retain 1 month after statistical report.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 month and then destroy provided statistical report compiled.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11193

TITLE: Resident attendance log sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11201

3

TITLE: Residential services client files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document clients receiving treatment at residential facilities. They consist largely of copies of records in the Client case files (Series 11241). In addition they include progress notes, medication documentation, diagnosis information, and psychological reports.

RETENTION:

Retain 5 years after case closed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 after case closed and then destroy.

APPRAISAL:

Legal

This disposition is based on the Medicare legal requirements specified in the Utah Administrative Code, R414-28 (1983). "As a condition of participation in the Medicaid program . . . to maintain for a minimum of five years all records necessary to document and disclose fully the extent of all services to Medicaid recipients."

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11201

TITLE: Residential services client files

(continued)

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11194

3

TITLE: Staff training attendance records

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by workshop title

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document staff attendance at clinical and administrative training sessions, and staff retreats. They are used by accounts payable to pay for training received. The training certificates are filed in the personnel files. They include the registration forms and training report (staff names, dates, identification numbers, workshop titles, attendance dates, group providing training, and costs).

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11194

TITLE: Staff training attendance records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11203

3

TITLE: Statistical reports

DATES: 1987-

ARRANGEMENT: Alphabetical by program name, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These monthly reports are generated by individual programs to document program participation and to determine whether it meets established goals. They are used to compile the annual report and document the success of individual programs. These reports include, but are not limited to reports listing hours provided, client's names and numbers, staff hours, and bed days.

RETENTION:

Retain 1 year after annual report.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1994.

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 annual report compiled and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11203

TITLE: Statistical reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. client names

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11212

3

TITLE: Surplus property files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain 6 years after final payment.

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 Office for 6 years after final payment and then destroy.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 4, Item 5.

AGENCY: Southwest Behavioral Health Center (St. George, Utah)

SERIES: 11212

TITLE: Surplus property files

(continued)

PRIMARY CLASSIFICATION:

Public