

Retention and Classification Report

Agency: Children's Service Society of Utah (249)

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Records Officer

03132	Annual reports
10369	Foster home study case files
10368	Substitute care case files
10370	Welfare publications and reports

AGENCY: Children's Service Society of Utah

SERIES: 3132

3

TITLE: Annual reports

DATES: 1957-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Children's Service Society of Utah

SERIES: 10369

1

TITLE: Foster home study case files

DATES: undated

ARRANGEMENT: Alphabetical

TOTAL VOLUME: 7.00 cubic feet.

DESCRIPTION:

Reviews of existing or perspective homes for foster care.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Controlled

SECONDARY DESIGNATION(S):

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

AGENCY: Children's Service Society of Utah

SERIES: 10368

1

TITLE: Substitute care case files

DATES: 1928-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These files document services provided to children under the age of 18 who have experienced severe emotional disturbances, physical disability, and social maladjustment and have been in substitute care placement. The Department of Human Services obtains custody of the child by an order from Juvenile Court. Information includes psychosocial evaluations, family studies, financial disclosures, treatment plans, progress notes, supportive services, court orders and health and education records and fees.

RETENTION:

Retain for 25 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the information provided on the placement and care of children in foster care.

AGENCY: Children's Service Society of Utah

SERIES: 10368

TITLE: Substitute care case files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Children's Service Society of Utah

SERIES: 10370

3

TITLE: Welfare publications and reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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