

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:

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: Children's Service Society of Utah

SERIES: 10369

3

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 25 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1995.

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 25 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

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

AGENCY: Children's Service Society of Utah

SERIES: 10369

TITLE: Foster home study case files

(continued)

PRIMARY CLASSIFICATION:

Controlled

SECONDARY CLASSIFICATION(S):

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

AGENCY: Children's Service Society of Utah

SERIES: 10368

3

TITLE: Substitute care case files

DATES: 1928-

ARRANGEMENT: Numerical by case number

TOTAL VOLUME:

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 25 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 08/01/1995.

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.

AGENCY: Children's Service Society of Utah

SERIES: 10368

TITLE: Substitute care case files

(continued)

APPRAISAL:

Administrative Fiscal Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 2.

This disposition is based on the information provided on the placement and care of children in foster care.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Children's Service Society of Utah

SERIES: 10370

3

TITLE: Welfare publications and reports

DATES: undated

ARRANGEMENT: None

TOTAL VOLUME:

DESCRIPTION:

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.