

# 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 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.