

# Retention and Classification Report

**Agency:** Utah Nursing Assistant Registry (2936)

550 East 300 South  
Kaysville, UT 84037-9947  
801-547-9947

**Records Officer:** Debbie Headden

21221 \*Home health aide testing and certification records  
21220 \*Nursing assistant testing and certification records  
22130 \*Utah health technology certification center fiscal records

**AGENCY:** Utah Nursing Assistant Registry

**SERIES:** 21221

3

**TITLE:** Home health aide testing and certification records

**DATES:** 1988-2014.

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records are created by the Utah Health Technology Certification Center at the Davis Applied Technology Center. These applications identify individuals who take the home health aide tests, their demographic data (name, social security number, birthdate, address, and phone number), and also include the written and skills testing results. The data are then entered into the computer database. When they pass the tests, a certificate is issued. Home health aids have no renewal requirement.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/2000.

**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 after certificate is issued and then destroy provided information has been transferred to computer database.

Computer data files: Retain in Office for 50 years and then delete.

**AGENCY:** Utah Nursing Assistant Registry

**SERIES:** 21221

**TITLE:** Home health aide testing and certification records

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302(2)(d)

**AGENCY:** Utah Nursing Assistant Registry

**SERIES:** 21220

3

**TITLE:** Nursing assistant testing and certification records

**DATES:** 1988-2014.

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**DESCRIPTION:**

These records are created by the Utah Health Technology Certification Center at the Davis Applied Technology Center. These applications identify individuals who take the nursing assistant tests, their demographic data (name, social security number, birthdate, address, and phone number), and also include the written and skills testing results. The data are then entered into the computer database. When they pass the tests, a certificate is issued. Nursing assistants are certified for two years, after which recertification is required.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2000.

**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 after certificate is issued and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Utah Nursing Assistant Registry

**SERIES:** 21220

**TITLE:** Nursing assistant testing and certification records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(2)(d)

**AGENCY:** Utah Nursing Assistant Registry

**SERIES:** 22130

3

**TITLE:** Utah health technology certification center fiscal records

**DATES:** 1991-2014.

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These files document the fiscal operations of the Utah Health Technology Certification Center. The records include deposit receipts, authorized rehabilitation payment records, credit records, regional assessment center payment requests, refund requests, and quarterly billings.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 01/01/2000.

**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.

**APPRAISAL:**

Administrative Fiscal