

Retention and Classification Report

Agency: Department of Human Services. Foster Care Citizen Review
Board Steering Committee (3189)
1385 South State Street
Salt Lake City, UT 84114-2501
801-468-0154

Records Officer

26973 *Annual reports
24566 *Case files
24567 *Dispositional reports
26976 *FINET payment records
26974 *Minutes
26975 *Policies and procedures

AGENCY: Department of Human Services. Foster Care Citizen Review Board
Steering Committee

SERIES: 26973

3

TITLE: Annual reports

DATES: 1993-2008.

ARRANGEMENT: Chronologic

DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 agency closure and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

AGENCY: Department of Human Services. Foster Care Citizen Review Board
Steering Committee

SERIES: 26973

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Foster Care Citizen Review Board Steering Committee

SERIES: 24566

3

TITLE: Case files

DATES: 1993-2008.

ARRANGEMENT: Alphabetical by child's last name

DESCRIPTION:

These records contain case files used to create a dispositional report. (see record series 24567) which is provided to the juvenile court with background information and recommendations for children placed in the Foster Care Program. Included are social summaries and progress summaries created by the Division of Child and Family Services (DCFS); worker, custody and placement histories; mental health assessments, court orders and caseworker activity logs.

RETENTION:

Retain 3 years after final review.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2003.

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 1 year after final review of case and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Department of Human Services. Foster Care Citizen Review Board
Steering Committee

SERIES: 24566

TITLE: Case files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Department of Human Services. Foster Care Citizen Review Board Steering Committee

SERIES: 24567

3

TITLE: Dispositional reports

DATES: 1993-2008.

ARRANGEMENT: Alphabetical by child's last name

DESCRIPTION:

The reports review the status of a child in foster care and make findings regarding compliance with law and policy. These reports are created after reviewing the case file (see record series 24566) which consists of records obtained from the Division of Child and Family Services (DCFS) and other sources. Reports conclude with recommendations to the juvenile court. Included are child's name, date of birth, sex and age; case number; and names of caseworker and judge.

RETENTION:

Retain 21 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2003.

FORMAT MANAGEMENT:

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Paper: Retain in Office until agency closure and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Foster Care Citizen Review Board Steering Committee

SERIES: 26976

3

TITLE: FINET payment records

DATES: 1993-2008.

ARRANGEMENT: Chronologic

DESCRIPTION:

These records contain FINET payment documents from the Foster Care Citizen Review Board Steering Committee. The agency was created in 1993 pursuant to UCA 78B-8-101 through 110. The agency was closed in November, 2008.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 55.

AGENCY: Department of Human Services. Foster Care Citizen Review Board
Steering Committee

SERIES: 26976

TITLE: FINET payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Foster Care Citizen Review Board Steering Committee

SERIES: 26974

3

TITLE: Minutes

DATES: 1993-2008.

ARRANGEMENT: Chronologic

DESCRIPTION:

These are the minutes of the Foster Care Citizen Review Board Steering Committee from its inception in 1993 until the agency closed in 2008. Pursuant to UCA 52-4-7.5), et seq., written minutes shall be kept of all open meetings. Records may include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 closure of agency and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records contain the minutes of the Foster Care Citizen Review Board Steering Committee from 1993 through the closure of the agency in 2008.

AGENCY: Department of Human Services. Foster Care Citizen Review Board
Steering Committee

SERIES: 26974

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Foster Care Citizen Review Board Steering Committee

SERIES: 26975

3

TITLE: Policies and procedures

DATES: 1993-2008.

ARRANGEMENT: Chronological

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 closure of agency and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 23.

These records document the activities of the Foster Care Citizen Review Board Steering Committee from its organization in 1993 pursuant to UCA 78B-8-101 through 110, until its closure in November, 2008.