Retention and Classification Report

Agency: Department of Health and Human Services. Division of Aging and Adult Services (2)
195 North 1950 West
Salt Lake City, UT 84116
801-538-3910

Records Officer: _____

01264	Administrative records
25628	Annual Governor's Centenarian Celebration records
17234	Annual program monitoring records
83851	Annual reports
19391	Chronological files
10154	Executive correspondence
25192	Financial information network (FINET) reports
01307	Grant project files
10155	Information memorandums and program instruction records
17864	Investigation files
17229	Ombudsman case files
83098	Ombudsman master complaint log
00132	Policy and procedures manuals
00127	Publications
10707	State board meeting records
22927	Training aids (Adult Protective Services)
10248	Travel and transportation files

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 1264 3
TITLE: Administrative records
DATES: 1963-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

This series documents the history of research, programs, policies, procedures, leadership, and the assorted decision making processes of the agency.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 25628 3
TITLE: Annual Governor's Centenarian Celebration records
DATES: 1995-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains records created or collected by the agency in putting on the Governor's Centenarian Celebration. The celebration is held annually to honor members of the Governor's Century Club of Utah, which is made up of Utah citizens who are 100 years old or older. Records in the series document centenarians in Utah as well as documenting the annual celebrations. Records include data pertaining to Utah's seniors aged 100 and over, guest lists, celebration invitations and agendas, newspaper articles, obituaries, and other related documents and information.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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:

These records have administrative, and/or historical value(s).

This disposition is based on the historical value of the records as documentation of the annual Governor's Centenarian Celebration, as well as documenting Utah citizens who have lived to the age of 100.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 25628
TITLE: Annual Governor's Centenarian Celebration records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17234 3
TITLE: Annual program monitoring records
DATES: 1984-
ARRANGEMENT: Alphanumerical by district, thereunder chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

The division contracts with the Area Agencies on Aging (AAA) to provide programs and services for Utah's elderly, and is required to visit the agencies to ensure that they are in compliance with all division policies and federal guidelines (Utah Code 63A-3-104(9)(b)(2012)). These records document the annual review of area agencies' financial management and program instructions, and may include client surveys, case file reviews, review results, recommendations, followup, and all related correspondence.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2016

FORMAT MANAGEMENT:

Paper: For records prior to and including 2011. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17234
TITLE: Annual program monitoring records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 83851 3
TITLE: Annual reports
DATES: i 1961-
ARRANGEMENT: Chronological
DESCRIPTION:

The Division of Aging and Adult Services' Annual Report outlines the agency's structure and function, concluding with reports on specific programs. The report serves as a general source of information on the division's projects and progress as well as suggestion for future improvements and developments.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 10 years and then delete.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on the secondary historical value to researchers interested in the functions of the Council on Aging and the needs expressed by the agency.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 83851
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 19391 3
TITLE: Chronological files
DATES: 1990-
ARRANGEMENT: Chronological.
DESCRIPTION:

These files are generated by program and fiscal staff personnel in response to letters written to the Division of Aging and Adult Services. They are generated through the executive director's office.

RETENTION:

Permanent. Retain for 12 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 11 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 9.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 10154 3
TITLE: Executive correspondence
DATES: 1980-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.80 cubic feet.
DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, achievements, or programs. These records document material discussions and decisions and may originate on paper, electronic mail, or other media.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records document executive decisions and policies.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2018.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 25192 3
TITLE: Financial information network (FINET) reports
DATES: ca. 1995-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, and accounting reports; and bank reconciliations.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until fiscal year is ended and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 1307 3
TITLE: Grant project files
DATES: 1967-
ARRANGEMENT: Chronological by date, thereunder alphabetical by grant name.
DESCRIPTION:

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets. Specific grant case files may have additional retention requirements, please contact the State Archives to schedule a specific retention.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 1307
TITLE: Grant project files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 10155 1
TITLE: Information memorandums and program instruction records
DATES: 1983-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files document instructions from the Federal Government to Human Services directors about new information concerning federal laws that affect Aging and Adult Services. They include information on changes in the Older American Act, new regulations and policy changes that require adoption and implementation by state agencies. This information is used by the staff and chief executive officers of the Department of Human Services, Division of Aging and Adult Services.

RETENTION:

Retain for 10 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 Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17864 3
TITLE: Investigation files
DATES: 1979-
ARRANGEMENT: Alphabetical by region, thereunder by client surname.
DESCRIPTION:

These files document Adult Protective Service investigations completed as a result of a referral alleging abuse, neglect or exploitation of a disabled or senior adult. Information includes birthdate, names, addresses, court documents, medical reports, guardianship orders, referrant names, perpetrator and victim information, and investigation results.

RETENTION:

Retain for 10 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17864
TITLE: Investigation files

(continued)

SECONDARY DESIGNATION(S):

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17229 3
TITLE: Ombudsman case files
DATES: 1981-
ARRANGEMENT: Numerical by sequence number, thereunder chronological.
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This series is a record of reported abuse received and resolved which relate to elderly residents of long term care facilities in Utah. The Ombudsman has the authority to investigate a facility regarding practice, policy and procedure of any facility when they have reason to believe it affects, or may affect, the health, safety, and welfare, or the civil and human rights of any elderly resident.
This series includes Long Term Ombudsman Complaint Intake Form, Complaint Disposition Form, Findings and Recommendations, Complaint Contract Record/Case Log, related correspondence, file number, date filed, staff member receiving complaint, how the form was received (mail, person), relationship to resident/facility, name of agency/facility, administrator, source of payment (private, medicaid, etc.), nature of the complaint, category, Information Release Form, referral to another agency, verification of complaint, report of investigation, date and status of follow-up, brief description of complaint, findings of the investigation, and conclusions.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of closure and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 17229
TITLE: Ombudsman case files

(continued)

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

Retention of records is based on an agreement with the Department of Health. Outline of prohibited disclosures is listed in UC 62A-3-208. Violation of any of these provisions shall constitute a class B misdemeanor.
Previous decision: permanent.

PRIMARY DESIGNATION:

Private UC 62A-3-207. Section 307 of the Older Americans Act.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 83098 3
TITLE: Ombudsman master complaint log
DATES: 1978-
ARRANGEMENT: alphabetical by facility, thereunder chronological
DESCRIPTION:

This is an administrative record used by the Ombudsman agent to locate a record, quick reference, compile statistical reports, and in the preparation of state and federal reports. This series includes coded information in regards to the file number, how complaint was received, relationship of accused, facility name, payment code, facility type, class, category, referral date, resolved, follow-up date, and date of closure.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public name of facility, complaints filed (yes/no response)

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 83098
TITLE: Ombudsman master complaint log

(continued)

SECONDARY DESIGNATION(S):

Controlled. charges and complaints, client information

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 132 3
TITLE: Policy and procedures manuals
DATES: 1966-
ARRANGEMENT: Chronological.
DESCRIPTION:

The Policy and Procedures Manuals focus on the requirements and regulations of the agency.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Disposition based on value of manuals in documenting Human Resources' policies and procedures for the agency and state government.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 132
TITLE: Policy and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2019.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 127 3
TITLE: Publications
DATES: 1967-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains reports of Division of Aging and Adult Services activities from the previous year with information pertaining to agency activities, agency staff, aging, adult services, planning, elderly, nursing homes, legislation, and fiscal and financial operations.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records serve to document the history of the agency through its services, activities and programs. Records may contain pamphlets, leaflets, manuals, and other published or processed documents created by the agency to inform the public of the agency's services and programs.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 127
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 10707 3
TITLE: State board meeting records
DATES: 1961-
ARRANGEMENT: chronological
DESCRIPTION:

Records created by a committee, conference, or board, including advisory committee's relating to executive establishment, organization, membership, and policy. Includes agenda, meeting, minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years 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:

These records have administrative, and/or historical value(s).

This disposition is based on the historical value to researchers interested in the actions and functions of Utah State Governmental entities.

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 10707
TITLE: State board meeting records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 22927 3
TITLE: Training aids (Adult Protective Services)
DATES: 1998-
ARRANGEMENT: Alphabetical by subject
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

One copy of each syllabus, manual, textbook, and any other training materials created by the agency.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Aging and Adult Services

SERIES: 10248 3
TITLE: Travel and transportation files
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on

PRIMARY DESIGNATION:

Public