Retention and Classification Report

Agency: Department of Health. Office of Maternal and Child Health (625)

P.O. Box 142002
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Salt Lake City, UT 84114
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Records Officer: _____

05482	Maternal and children health conference records
26554	Perinatal mortality review records
23733	Pregnancy Risk Assessment Monitoring System surveys
29693	School survey student screening records

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 5482 3
TITLE: Maternal and children health conference records
DATES: 1941-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:
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: Department of Health. Office of Maternal and Child Health

SERIES: 26554 3
TITLE: Perinatal mortality review records
DATES: 1995-
ARRANGEMENT: Chronological by year, thereunder alphabetical by file
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series contains medical and vital statistics records collected on perinatal (fetal, infant, and maternal) mortalities in Utah. The information is used to provide timely and pertinent data used to track perinatal health trends in the state. Cases are reviewed by the Perinatal Review Committee which uses the information to provide essential collaboration between public and private health care systems and institutions to promote improved pregnancy outcomes. Statistical information is abstracted for various bureau reports such as the Infant Mortality and Maternal Mortality Reports. Series information includes copies of hospital labor, delivery, postpartum, and intensive care unit records as well as vital statistics, medical transport, and autopsy report records.

RETENTION:

Permanent. Retain for 15 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 Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 26554
TITLE: Perinatal mortality review records

(continued)

APPRAISAL:

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

These records document the history of perinatal mortality in the State of Utah. While some statistical information is abstracted in various perinatal reports kept by the bureau, the complete files will be important for future research.

PRIMARY DESIGNATION:

Private Utah Code 26-25-2(2008)

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 23733 3
TITLE: Pregnancy Risk Assessment Monitoring System surveys
DATES: 1999-
ARRANGEMENT: Numerical by batch number, thereunder numerical by survey number.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

This series contains surveys given to a statewide sampling of new mothers for the purpose of collecting data on their behaviors and experiences before, during, and after the birth of a child. The collected data is used to conduct analyses, report on results, and translate data into information that can be used for the planning and evaluation of policies and programs. Survey information includes birth dates, education status, family and financial information, living conditions, marital status, ethnic affiliations, medical and fertility treatments, prenatal and postnatal care, medical problems during pregnancy, delivery and hospital experiences, and other related information. Spanish language surveys are also collected.

RETENTION:

Permanent. Retain for 2 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: 10/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 23733
TITLE: Pregnancy Risk Assessment Monitoring System surveys

(continued)

APPRAISAL:

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

These surveys have historical value as they document the experiences of new mothers in the state.

PRIMARY DESIGNATION:

Exempt

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2016.

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 29693 3
TITLE: School survey student screening records
DATES: 2015-
ARRANGEMENT: Alphabetical by school name.
DESCRIPTION:

The function of these school survey student records is to collect oral health information for a report on the status of children's oral health. These records are used to collect information and then complete data analysis after the survey is completed. These records contain names, birthdates, zip codes, oral health data, and a questionnaire completed by parent with data on race, ethnicity, education, income, and insurance.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Office of Maternal and Child Health

SERIES: 29693
TITLE: School survey student screening records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public