# Retention and Classification Report

**Agency:** Department of Health. Family Health Services Division. Office of Management Services (675)
288 North 1460 West
Salt Lake City, UT 84116
801-538-6161

**Records Officer:** _____

07818 Women, Infants, and Children (WIC) program contract files

**AGENCY:** Department of Health. Family Health Services Division. Office of Management Services

**SERIES:** 7818 3
**TITLE:** Women, Infants, and Children (WIC) program contract files
**DATES:** 1975-
**ARRANGEMENT:** Chronological
**DESCRIPTION:**

These are copies of contracts between the Health Department and local health agencies to implement the WIC program. The purpose of the program is to provide supplemental foods and nutrition education through payments of cash grants to the Health Department through local agencies at no cost to eligible persons. These records include the name of the contractor; the effective date of the contract; the termination date of the contract; the amount of the contract; the terms of the contract; and the signatures of the contractor, the division director, the department director, the attorney general, and the director of the Department of Finance.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after submission of annual or final expenditure report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

Retention of this copy of the agreement is required by 7 CFR 246.6(a). Audit of this record is required by 7 CFR 246.20. The total retention is set by 7 CFR 3015.21. The office retention was set based on the requirement for an annual audit under 7 CFR 3015.73(c)(2).

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