Retention and Classification Report

Agency: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center (1194)
State Developmental Center
895 North 900 East
American Fork, UT 84003
801-763-4000

Records Officer: _____

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AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28468 3
TITLE: Administrative correspondence
DATES: 1970-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document the implementation of agency functions. Records include all incoming and outgoing business-related correspondence, and may contain information regarding parent meetings, parties, team changes, and similar records.

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 routine administrative correspondence, GRS-48.

AUTHORIZED: 11-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28468

TITLE: Administrative correspondence

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(b)(2020)
Protected.	Utah Code 63G-2-305(10)(2020)
Controlled.	Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 10025 3
TITLE: Agenda minutes
DATES: 1990-
ARRANGEMENT: Chronological.
DESCRIPTION:

Records created by a committee or conference, including advisory committee records 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 4 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 1 year and then transfer to State Records Center. Retain in State Records Center for 3 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 secondary value to researchers interested in the functions of government agencies.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 10025

TITLE: Agenda minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27843 3
TITLE: Bed checks
DATES: 1980-
ARRANGEMENT: alphabetical by name of building/living area thereunder by date
DESCRIPTION:

This record of sleep patterns of developmental center residents is created each night. Information in the record includes date, resident and staff members names, and details about nighttime activities, including amount of time individuals slept, health concerns, and staff activities. Bed checks provide census verification. Information about individual sleep patterns assists physicians assess health and behavioral needs and is essential for documenting injuries and staff activities and responses. Information is input into electronic charts (E charts) and may be used in investigations of charges of abuse or neglect and Patient Error Rate Measurements (PERM) audits.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

Investigations of abuse/neglect appears to be a minor factor to consider when setting retention. Incidents older than 1-2 months are not investigated by Adult Protective Services.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27843

TITLE: Bed checks

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-305(2015)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59922 3

TITLE: Census report files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a daily census report which documents the admissions, discharges and deaths of the client on a daily basis. This record is used to compile the monthly death report, and to compare billings.

This series includes the facility where the patient is housed, code number, number of clients, the number of beds allotted and available, the number of home and temporary visits made by the client, file number, admission type, where they were admitted from, where they were discharged, and the client's name, the number of admissions, discharges, deaths, and transfers.

RETENTION:

Retain for 5 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of report and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59922

TITLE: Census report files

(continued)

PRIMARY DESIGNATION:

Private — name, file number, social security number, ect.

SECONDARY DESIGNATION(S):

Controlled. — medical and psychological reports, all evaluations and interpretations

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28855 3
TITLE: Client death review records
DATES: 1990-
ARRANGEMENT: Chronologically
DESCRIPTION:

These records support the agency's function to ensure the care, services, and treatment of people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document the actions of the Ad Hoc Death Review Committee, which is formed to review the death circumstances, prepare and present findings, and make recommendations for further action if needed. Records may include meeting minutes, medical charts and notes, incident reports, and obituaries.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 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 Services for People with Disabilities. Developmental Center

SERIES: 28855

TITLE: Client death review records

(continued)

PRIMARY DESIGNATION:

Exempt 45 CFR 164.502(a)(2)(2013)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29148 3

TITLE: Client financial files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname, thereunder chronological by date.

DESCRIPTION:

These records are used to document, report, and track expenses, budgeting information, and client accounts, and are subject to audit. Records may include bank records, invoices, revenue, expenses, vouchers, budgets, reports, and related records.

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:

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304 (2008)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28768 3
TITLE: Client healthcare assessments
DATES: 2011-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records support the agency's function to provide services, treatment and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document the monitoring of client health and include information regarding vitals, weights, medical problems, lab work, diagnostic imaging, progress notes, and related records.

RETENTION:

Retain for 7 year(s) after separation or for 22 year(s) after date of birth

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 3 years after client leaves or until 22 years after birth, whichever is greater, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years after client leaves or until 22 years after birth, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28768

TITLE: Client healthcare assessments

(continued)

PRIMARY DESIGNATION:

Exempt	45 CFR 164.502(a)(2)(2013)

SECONDARY DESIGNATION(S):

Private.	63G-2-302(1)(b)(2015)
Controlled.	63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59977 3
TITLE: Client life skills assessments
DATES: 1975-
ARRANGEMENT: Alphabetical by client's name
DESCRIPTION:

These records support the agency's function to provide services, treatment, and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document assessment of training outcomes, job sampling, money management and interpersonal skills, and include related summaries by the program aide.

RETENTION:

Retain for 7 year(s) after separation or for 22 year(s) after date of birth

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 3 years after client leaves or until 22 years after birth, whichever is greater, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years after client leaves or until 22 years after birth, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59977

TITLE: Client life skills assessments

(continued)

PRIMARY DESIGNATION:

Exempt	45 CFR 164.502(a)(2)(2013)

SECONDARY DESIGNATION(S):

Private.	63G-2-302(1)(b)(2015)
Controlled.	63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29147 3
TITLE: Client payroll
DATES: 1990-
ARRANGEMENT: Chronological by date
DESCRIPTION:

These records document payment given to clients for work accomplished both on and off campus, as part of the client's goals. Checks are issued which are only redeemable on-campus. Records are used for audits and internal reference, and include payroll, pay stubs, and related records.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b,d)(2017)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28766 3
TITLE: Client professional evaluations
DATES: 2011-
ARRANGEMENT: Chronological by client name.
DESCRIPTION:

These records support the agency's function to provide services, treatment, and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-201(2011)). Records are assessments and include testing results and progress reports for such things as speech therapy, psychology, social work, physical therapy, occupational therapy and related profiles.

RETENTION:

Retain for 7 year(s) or for 22 year(s) after date of birth

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 3 years after client leaves or until 22 years after birth, whichever is greater, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years after client leaves or until 22 years after birth, whichever is greater, and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28766

TITLE: Client professional evaluations

(continued)

PRIMARY DESIGNATION:

Exempt	45 CFR 164.502(a)(2)(2015)

SECONDARY DESIGNATION(S):

Private.	63G-2-302(1)(b)(2015)
Controlled.	63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59944 3

TITLE: Client profile records

DATES: 1930-

ARRANGEMENT: Numerical by client number.

DESCRIPTION:

These records support the agency's function to provide services, treatment, and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document the diagnosis, admission, and discharge of clients. Pre-admission information, birth certificates, death certificates, burial plans, and other legal records may be included.

RETENTION:

Permanent. Retain for 7 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed provided client has left.

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

APPRAISAL:

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

These records have historical value as they document the treatment of persons with disabilities under state care.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59944

TITLE: Client profile records

(continued)

PRIMARY DESIGNATION:

Exempt	45 CFR 1643502(a)(2)(2015)

SECONDARY DESIGNATION(S):

Controlled.	Utah Code 63G-2-304(2008)
Private.	Utah Code 63G-2-302(1)(b)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28760 3
TITLE: Consent records
DATES: 2010-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records support the agency's function to provide care, services, and treatment to qualifying persons with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document permissions granted for emergency and psychotropic treatment, restriction of rights, and pathogen testing, and include guardian notifications, waivers and related consents.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

All Formats: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt 45 CFR 164.502(a)(2)(2015)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28760

TITLE: Consent records

(continued)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(b)(2015)
Controlled.	Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29676 3
TITLE: Crisis Intervention Committee client plans
DATES: 1990-
ARRANGEMENT: Alphabetical by name, thereunder chronological by date.
DESCRIPTION:

These records document the discussions and decisions made during meetings of the Crisis Intervention Committee. The committee reviews potential crisis situations pertaining to clients residing at the Utah State Developmental Center, including environmental and medical situations, and offers suggestions and/or solutions by way of review, prevention, and intervention. Minutes are referenced for training purposes and decision-making, and are often reviewed at a later date to assess progress; minutes may also be required for Title XIX audits and other administrative uses. Records include patient information, medical information, committee recommendations, and related records.

RETENTION:

Retain for 7 year(s) or for 22 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after client leaves or until 18 years after birth, whichever is greater, and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years after client leaves or until 22 years after birth, whichever is greater, and then delete.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29676

TITLE: Crisis Intervention Committee client plans

(continued)

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

GRS-1725: "Internal committee records" has a retention of "after resolution of issue". The retention stated herein reflects the agency's definition of resolution of the issue.

PRIMARY DESIGNATION:

Controlled Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27845 3
TITLE: Daily logs
DATES: 1985-
ARRANGEMENT: chronological
DESCRIPTION:

Daily shift logs record where each member of the staff is assigned to work each day. These are similar to shift overlaps (series 27844) but does not include individual information. This goes along with staff schedule off documents.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59961 3

TITLE: Dysmorphology files

DATES: 1970-

ARRANGEMENT: Alphabetical by person's name

DESCRIPTION:

This is a record of genetic studies done on clients, employees, and/or any general community member. The results of the study are used to supply the family with information concerning possible birth defects.
This series includes the families name, the date of the study, genetic counseling notes, a family history a narrative, and a family tree chart.

RETENTION:

Permanent. Retain for 10 year(s) after completion of publication or report

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after completion of study and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).
These records have a research value in the field of genetic study.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59961

TITLE: Dysmorphology files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59963 3
TITLE: Employee training records
DATES: 1986-
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of the type of training the employee has received and is currently receiving.
This series includes the title of the class, the date and time, the number of people attending and how often.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Retention is based on 42 CFR 64a.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 23517 3
TITLE: Executive correspondence
DATES: 1930-
ARRANGEMENT: none
DESCRIPTION:

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. Includes incoming and outgoing correspondence regarding the activities of the Development Center, formerly the State Training School. Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain for 3 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:

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

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

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 23517

TITLE: Executive correspondence

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27696 3
TITLE: Government Records Access and Management Act access requests
DATES: 1992-
ARRANGEMENT: Chronological by date received
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This series includes case files that contain information on Government Records Access and Management Act (GRAMA) requests from individuals seeking access to government records, as provided under UCA 63G-2-204 (2005) and access appeals to the designated Records Officer, Chief Administrative Officer, State Records Committee, and the District Court. They contain correspondence, copies of requests, research notes, court documents, and any other documentation concerning the request and appeal process.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final agency action and then destroy.

Computer data files: Retain in Office for 2 years after final agency action and then delete.

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative need expressed by the agency. GRAMA requests are described in Utah Code 63G-2-204.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27696

TITLE: Government Records Access and Management Act access requests

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59965 3
TITLE: Hepvatix consent records
DATES: 1984-
ARRANGEMENT: Alphabetical by employee last name.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a record of the newly hired employees who have been immunized against hepatitis. This will cover the Training School concerning the liability in regards to the employee. The employee also signs a Consent Refused portion of the form if they do not wish to be immunized.
This record includes the Consent Form and Consent Refused Form, the name of the person vaccinated, social security number, building working in, date, signature, dates vaccinated and the lot number.

These records should be transferred to the employees files after termination.

RETENTION:

Permanent. Retain for 65 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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after vaccine has been administered and then transfer to the employee's personnel record.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 59965

TITLE: Hepvatix consent records

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28767 3
TITLE: Incident reports
DATES: 2011-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the developmental center (Utah Code 62A-5-201(2011)). Incident reports document staff observations of problematic client behavior as well as responsive actions taken, such as use of mechanical restraints.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

All Formats: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

These records are required to be created in Utah Code 62A-15-640(1)(2002). Staff reports behavior, clients absent without leave, and the use of mechanical restraints.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28767

TITLE: Incident reports

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(1)(b)(2015)

SECONDARY DESIGNATION(S):

Controlled. 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28805 3
TITLE: Internal investigation files
DATES: 2000-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the developmental center (Utah Code 62A-5-201(2011)). Records document the agency's internal fact-finding endeavors in response to complaints of client abuse or neglect. Records contain incident reports, interviews, security footage, and related materials.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed 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 after case is closed and then delete.

Digital Versatile Disk - Read Only: Retain in Office for 5 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28805

TITLE: Internal investigation files

(continued)

PRIMARY DESIGNATION:

Private — Utah Code 63G-2-302(1)(b)(2015)

SECONDARY DESIGNATION(S):

Protected. — Utah Code 63G-2-305(10)(2015)

Controlled. — Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 26523 3

TITLE: Liability prevention case files

DATES: 1992-

ARRANGEMENT: Chronological by date of case closure.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document measures taken to provide for the safety of the clients and security of the premises and include logs, fire drills, door alarms, building checks, and related records.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29657 1
TITLE: Minor client program and medical records
DATES: 2014-
ARRANGEMENT: Chronological by year and month.
DESCRIPTION:

These files document assistance given to children through the Division of Services for People with Disabilities (DSPD).

These records support the agency's function to provide services, treatment, and care for people under 21 with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document the diagnosis, admission, and discharge of clients. Pre-admission information, birth certificates and other legal records may be included.

Documentation relating to client or patient medical and programming information. Includes physical, psychiatric, dental, pharmaceutical, medical history, treatments, notes, problem list, examinations, physical therapy, assessments. Progress reports for such things as speech therapy, psychology, social work, physical therapy, occupational therapy and related profiles and vocational training.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

APPRAISAL:

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

These records have historical value as they document the treatment of persons with disabilities under state care.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(b) and (2)(d)(2017)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28761 3

TITLE: Person-centered plan records

DATES: 2010-

ARRANGEMENT: Alphabetical by client.

DESCRIPTION:

These records support the agency's function to provide services, treatment, and care for people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Records document meetings held to discuss individual client goals and include information about personal care strengths and needs, justification-measured goals, goal tracking, discharge plan and related client discussion, correspondence, and related records.

RETENTION:

Retain for 7 year(s) after separation

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:

All Formats: Retain in Office for 7 years after client discharged and then destroy.

APPRAISAL:

These records have administrative value(s).

These records are a synopsis and as such only have administrative need.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28761

TITLE: Person-centered plan records

(continued)

PRIMARY DESIGNATION:

Exempt 45 CFR 164.502(a)(2)(2015)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2015)

Controlled. Utah Code 63G-2-304(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27694 3

TITLE: Policies and procedures manuals

DATES: 1925-

ARRANGEMENT: Numerical by policy number and chronological by date written

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support the agency's function to document and disseminate the policies and procedures that govern the operation and administration of the agency's various programs. Information includes program descriptions and approved policies and procedures.

RETENTION:

Permanent. Retain for 1 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: For records prior to and including 2013. Retain in Office for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27694

TITLE: Policies and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28765 3
TITLE: Program progress notes
DATES: 2011-
ARRANGEMENT: Alphabetical by client name.
DESCRIPTION:

These records support the agency's function to provide care, services, and treatment to qualifying persons with disabilities residing at the agency (Utah Code 62A-5-201(2011)). Records document performance pertaining to a specific goal formulated by the treatment team in the Person-Centered Plan. Information includes nurse reports, notes, and related records.

RETENTION:

Retain for 7 year(s) after separation

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:

All Formats: Retain in Office for 7 years after client leaves and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Controlled 63G-2-304(2008)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 28765

TITLE: Program progress notes

(continued)

SECONDARY DESIGNATION(S):

Private. 63G-2-302(3)(2015)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 2992 3
TITLE: Publications
DATES: 1966-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These records document the agency's function to promote independence and a high-quality of life for residents through partnerships with their families, guardians, and the community. Records include pamphlets, reports, newsletters, and other published documents that advertise events such as annual parties, plays, and festivals.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Computer data files: 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 are historical as they provide documentation of how the state assisted those with disabilities .

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 2992

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27844 3
TITLE: Shift overlaps
DATES: 1980-
ARRANGEMENT: chronological
DESCRIPTION:

These reports are filled out for each living area to document specifically where staff works on a designated shift. It also documents whether individuals have any appointments, visits off/on campus, medical, or behavioral concerns. Reports are used to follow up for individual medical problems and are similar to the direct care ratio report book (series 59985).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29677 3

TITLE: Special Collections

DATES: 1931-

ARRANGEMENT: Alphabetical by professional's surname, thereunder chronological.

DESCRIPTION:

These are records of notable professionals who have contributed significantly to the agency, its programs, or practices within the field. Professionals included are Dr. Mark K. Allen and others. Records may include field notes, reports, client plans, correspondence, and related records.

Dr. Allen (d.1996) was employed as a psychologist at the Utah State Training School from 1932-1934, and as an assistant superintendent from 1935-1946. He continued to serve as a clinical consultant for many years. His service to the community included work as a consultant and expert witness to mental illness and intellectual disabilities. He was also involved in changing sterilization laws in the nation. Dr. Allen's records reflect the agency's history as well as progression made in the field of intellectual disabilities.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Records document pioneering practices and programs of agency founders and other notable professionals in the field.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 29677

TITLE: Special Collections

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b)(2018)

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27697 3
TITLE: Transitory correspondence
DATES: 2011-
ARRANGEMENT: Chronologically.
DESCRIPTION:

These records do not impact agency functions. Records document invites, daily schedules, telephone logs, and residential changes.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27942 3

TITLE: Treatment logs

DATES: 1960-

ARRANGEMENT: Alphabetical by client's name.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to provide care, services, and treatment of people with intellectual disabilities residing at the Developmental Center (Utah Code 62A-5-201(2011)). Logs identify the medical needs of clients and track the administration by staff of medication, controlled substances, as well as medicated shampoos, prescribed lotions, and bowel aids. Controlled substance inventories required by 21 CFR 1304.11(2014) are also included.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 27942

TITLE: Treatment logs

(continued)

PRIMARY DESIGNATION:

Exempt 45 CFR 164.502(a)(2)(2013)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(2008)

Private. Utah Code 63G-2-302(1)(b)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2015.

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 80883 3

TITLE: Visitation records

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document visitation to clients at the Utah State Training school. Information includes sign in sheet, time in and time out, client to be visited, and reason for visit.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 2 years and then destroy.

Microfilm duplicate: Retain in Archives for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Department of Health and Human Services. Division of Services for People with Disabilities. Developmental Center

SERIES: 80883

TITLE: Visitation records

(continued)

PRIMARY DESIGNATION:

Private