

## Retention and Classification Report

**Agency:** Office of Vital Records and Statistics (1266)

Center for Health Data  
288 North 1460 West  
Salt Lake City, UT 84114  
801-538-6743

**Records Officer:** \_\_\_\_\_

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**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28666

3

**TITLE:** Acknowledgment of paternity registry

**DATES:** 1970-

**ARRANGEMENT:** Numerical by registry number.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and family formations. Records document a man's potential paternity and legal right to be notified if an adoption commences. Records are used to acknowledge and determine legal parental rights for custody of the child (78B-15-402(2008)). Information includes identifiable information for the birth father and mother, facts of birth as known, notarized signature of the birth father, and other information as stated in Utah Code 78B-15-404(2008).

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and may provide legal evidence of a birth father's parental rights (Utah Code 78B-15-402(2008)).

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28666

**TITLE:** Acknowledgment of paternity registry

(continued)

**RETENTION JUSTIFICATION:**

Proposed retention is based on advice from agency's legal counsel, which is that the record is a vital record under Utah Code 26-2-2(21)(a)(2015), as well as an adoption record under Utah Code 78B-6-141(2)(e)(2015). Therefore the retention should be the same as birth records and adoption records.

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 78B-15-405(2008)

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-3-302(2)(d)(2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28618

3

**TITLE:** Adoption registry

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-25 (1995)).

These records document the requests of birth parents and adult adoptees to obtain identifying information about one another from the Utah mutual-consent, voluntary adoption registry (Utah Code 78B-6-144 (2012)). Records contain notarized applications for inclusion in the registry, certified copies of applicants' birth records, information about the adoption, and an electronic index.

**RETENTION:**

Permanent. Retain for 100 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:** 01/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 100 years or until digitized and input into database and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These files must be kept in conjunction with the corresponding sealed adoption files of the birth certificate, which also have a permanent retention. As a vital record these have permanent historical value.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28618

**TITLE:** Adoption registry

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81446

3

**TITLE:** Amendments to birth records

**DATES:** 1905-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to document legal amendments to birth records. Records document amendments made to correct errors on the original birth certificate as well as to register name or sex change. Information includes original certificate data, reason for amendment, contact information of witnesses, and location and date of filing.

**RETENTION:**

Permanent. Retain for 100 year(s) after date of birth

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1905 through 2010. Retain in Office until the birth record is updated and/or scanned and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 2011 and continuing to the present. Retain in Office for 1 year after record is updated and/or scanned and inspected and then destroy.

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office until 100 years have passed since the date of birth and then transfer to State Archives with authority to weed.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81446

**TITLE:** Amendments to birth records

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records are of historical interest as they document the legal amendment of a birth certificate.

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 23075

3

**TITLE:** Annual abortion statistical reports

**DATES:** 1974-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's function to document and preserve the facts of induced abortions for residents of the state (Utah Code 76-7-313 (2010)). These reports are compiled by the agency in order to provide statistical data and include anonymous information about patients, aborted pregnancies, and reasons for the procedures.

**RETENTION:**

Permanent. Retain until completion of publication or report

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until data input into database & annual report compiled 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.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have historical value(s).

These publications are useful for health studies.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 23075

**TITLE:** Annual abortion statistical reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81443

3

**TITLE:** Birth certificates

**DATES:** 1905-

**ARRANGEMENT:** Chronological by year, alphabetical by county, thereunder chronological by month and day.

**ANNUAL ACCUMULATION:** 17.50 cubic feet.

**DESCRIPTION:**

These records support the agency's function to document, preserve, and certify the facts of births for residents of the state. These certificates serve as the official legal record of all live births in the state and as such are valid for all purposes where a certificate is required by the state or federal government ("Laws of Utah," 1905, chapter 120). They are also used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records contain details of an individual's birth and parentage. An electronic index for records dating from 1981 and later is included; Soundex indices for records ranging from 1905 to 1980 are contained in a separate record series.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 98 years and then send to ARC for 1 yr, per record sharing agreement and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81443

**TITLE:** Birth certificates

(continued)

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

Optical disks: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt Utah Code 26B-8-125(5) (2023)

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 23073

3

**TITLE:** Births, deaths, and marital status statistical reports

**DATES:** 1972-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to prepare an annual publication of statistics derived from vital records (Utah Code 26-2-3(1)(b),(d)). These records document statistical trends regarding births, deaths, divorces, and annulments. Information includes state trends as well as related national trends. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**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 Office for 10 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.

Computer data files: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 23073

**TITLE:** Births, deaths, and marital status statistical reports

(continued)

**APPRAISAL:**

These records have historical value(s).

As vital statistics, these have historical value and are useful for health and demographic studies (Utah Code 26-2-2 (19)(a)(2013)).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81475

3

**TITLE:** Budget background records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's administrative function to prepare an annual budget. Records document the agency's financial status and are used in the preparation of the annual budget and to justify budget requests. Information includes monthly reports of spending or income from services rendered.

**RETENTION:**

Retain for 3 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 for 7 years and then destroy.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81487

3

**TITLE:** Center for health statistics correspondence file

**DATES:** 1981-

**ARRANGEMENT:** Alphanumerical by category

**DESCRIPTION:**

This is a duplicate copy of correspondence kept by the section of the bureau that works with health statistics. This is a short-term convenience copy.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This information is all duplicated in the office correspondence file.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81489

3

**TITLE:** Certified record and research requests

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 108.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to document, preserve, certify, and appropriately provide access to the facts of births, deaths, and family formation for residents of the state (Utah Code 26-2-22(4) (2012)). These records document Internet, postal, or in-person requests for a certified copy of a vital record, researched statistical data, or for searches of paternity, and the agency's response to each request. Records may include information about the requester and their relationship with the certificate holder, fee payments, actions taken, and certificates returned as undeliverable mail.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

Computer data files: Retain in Office for 6 months and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
A random sample of all completed requests is taken semiannually and audited annually.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81489

**TITLE:** Certified record and research requests

(continued)

**RETENTION JUSTIFICATION:**

The retention is changing from 90 days to 6 months at the request of the auditor.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81470

3

**TITLE:** Contract files

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records document the agency's administrative function to account for contracts of service. These records document contracts and related expenditures. Information includes the terms of the contract, payment requirements, authorizing signature, and related correspondence.

**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 Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after contract expires or is terminated and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81452

3

**TITLE:** Court-ordered-delayed death certificate

**DATES:** 1973-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records contain orders arising from a court action judicially establishing the fact, time, and place of a death which is not registered, or for which a certified copy of the death certificate cannot be obtained. Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index.

**RETENTION:**

Permanent. Retain for 50 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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**AGENCY:** Office of Vital Records and Statistics  
**SERIES:** 81452  
**TITLE:** Court-ordered-delayed death certificate

(continued)

**PRIMARY DESIGNATION:**  
Exempt Utah Code 26-2-22(4)(b)(2012)

**REVIEW AND UPDATE STATUS:**  
This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81478

3

**TITLE:** Data table files

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are statistical and data tables used by the bureau for vital statistics calculations. These files include tables for census, life expectancy, abortion, birth (including fertility rates, out-of wedlock births, pregnancy rates, and births and deaths by mother's age and residence), death (including death due to cancer, suicides, and infant death), Emergency Medical Services, marriage and divorce, morbidity, and nursing home data.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the table is updated and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The current table is used both to calculate current statistics and to form the basis for updated tables.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81478

**TITLE:** Data table files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81448

4

**TITLE:** Death certificates

**DATES:** i 1904-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by county name, thereunder chronological by date of death.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records serve as the official, legal record of an individual's death and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3(d)(2013)). Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 47 years and then send to ARC 1 year, per record sharing agreement, and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

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



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81448

**TITLE:** Death certificates

(continued)

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26B-8-125(5) (2023)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81438

3

**TITLE:** Delayed birth certificates index

**DATES:** 1941-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is an index to the Delayed Birth Certificates filed with the bureau, they cover births not registered as soon after the child's birth as usual (cf. 1941 filing dates for 1878 births). The date span covers the dates of filing. The actual birth dates go as far back as 1878. The information includes name, birth place, sex, birth date, father's name, mother's name, and file number.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 100 years after date of birth of record subject.

**APPRAISAL:**

These records have administrative value(s).

The index is a valuable finding aid to the delayed birth certificates, particularly because they are arranged according to a no longer used file number (so not included in agency databases).

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81438

**TITLE:** Delayed birth certificates index

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Exempt. Public 100 years after birth event (UCA 26-2-22)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81445

3

**TITLE:** Delayed certificates of birth

**DATES:** 1905-

**ARRANGEMENT:** Numerical by delayed file number

**DESCRIPTION:**

These records support the agency's function to document, preserve, and certify the facts of births for residents of the state. These records document the filing of a birth either by an individual or by a court of competent jurisdiction one or more years after the event; and serve as the official birth record. They are valid for all purposes where a certificate is required by the state or federal government (Laws of Utah, 1905, chapter 120). They are also used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records contain details of an individual's birth and parentage. This series includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**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 Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until scanned and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81445

**TITLE:** Delayed certificates of birth

(continued)

**APPRAISAL:**

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26-2-22(2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81414

3

**TITLE:** Director's council membership files

**DATES:** 1971-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records support the agency's function to coordinate with national organization on the generating and publishing of national data for vital statistics. Records document collaboration with the Association for Public Health Statistics and Information Systems, the National Center for Health Statistics, and the National Vital Statistics Systems. Information includes decisions made, guidelines produced in response to new procedures, and related correspondence.

**RETENTION:**

Permanent. Retain for 3 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:** 06/1987

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the agency's involvement in nationwide councils.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81414

**TITLE:** Director's council membership files

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 16764

3

**TITLE:** Director's speech files

**DATES:** 1968-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records support the agency's function to engage in professional discourse. Records document formal presentations presented to local and national organizations. Information includes the speech and related statistical information.

**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 Public presentations files, GRS-2004.

**AUTHORIZED:** 02-01-2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the bureau director's involvement in professional collaboration and information-sharing.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81430

3

**TITLE:** Executive correspondence file

**DATES:** 1979-

**ARRANGEMENT:**

**DESCRIPTION:**

These records support the agency's administrative function to document correspondence regarding executive decisions. Records document unique information regarding the structure, functions, and implementation of agency programs as well as other agency interests. Information includes sender and recipient information, date of correspondence, and related metadata.

**RETENTION:**

Permanent. Retain for 6 month(s) after separation

**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 6 months after separation of executive and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 6 months after separation after separation of executive and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical value as they document executive decisions for the agency.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81430

**TITLE:** Executive correspondence file

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 7172

3

**TITLE:** Fetal death certificates

**DATES:** 1905-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by county name, thereunder chronological by date of death.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records support the agency's function to document, preserve, and certify the facts of births and deaths for residents of the state (Utah Code 26-2-3 (2013)). These certificates report fetal deaths, or stillbirths, and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-14 (2013)). Records include information about the pregnancy, the delivery, the child, and the disposition of the body.

**RETENTION:**

Permanent. Retain for 50 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:** 11/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center provided they have been scanned. Retain in State Records Center for 45 years and then transfer to State Archives with authority to weed.

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

Digital image: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 7172

**TITLE:** Fetal death certificates

(continued)

**APPRAISAL:**

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26-22-2 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28622

3

**TITLE:** Financial records

**DATES:** 1998-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to document, preserve, and certify the facts of births, deaths, and family formation for residents of the state and document financial transactions which occur in the course of providing access to vital records (Utah Code 26-2-22(4) (2012)). Records include register tapes, payment receipts, deposit books, and related financial documentation.

**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 for 7 years and then destroy.

**APPRAISAL:**

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

Records are subject to a financial audit and as such should be held for the audit period. Administrative appraisal includes adherence to Utah Code 26-2-12.5(2010) and 62A-4a-309(2010).

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28622

**TITLE:** Financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28617

3

**TITLE:** Gestational carrier files

**DATES:** 2008-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-3 (2013)). These records document the determination by a court of the parentage of a child born to a surrogate mother (Utah Code 78B-15-807 (2008)). Records include the original birth certificate and the court order determining parentage according to the validated gestational agreement.

**RETENTION:**

Permanent. Retain for 100 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:** 01/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).  
As a Vital Record, this is of permanent value.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28617

**TITLE:** Gestational carrier files

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28620

3

**TITLE:** Hemp extract registry

**DATES:** 2014-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These records support the agency's function to document the vital records and statistics of the residents of the state (Utah Code 26-2-3 (2013)). These records verify the appropriate issuance of hemp extract registration cards which allow those who suffer from intractable epilepsy to be treated with hemp extract (Utah Code 26-56-103 (2014)). Records may include hemp extract registry applications, neurologist certifications, physician evaluations, legal guardianship documentation, and proof of residency.

**RETENTION:**

Permanent. Retain for 25 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:** 01/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until input into the database and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). The issuance of hemp extract registration cards is required by Utah Code 26-56-103 (2014), and the maintenance of the database is required by Utah Code 26-56-103(8) (2014). Registration cards must be renewed annually, but the data is valuable for hemp

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28620

**TITLE:** Hemp extract registry

(continued)

extract research, as specified by Utah Code 26-56-103(9) (2014).

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81417

3

**TITLE:** Induced termination of pregnancy physician reports

**DATES:** 1974-

**ARRANGEMENT:** numerical by certificate number

**DESCRIPTION:**

These records support the agency's function to document and preserve the facts of induced abortions for residents of the state (Utah Code 76-7-313 (2010)). These reports are submitted by the performing physician to verify the abortion's compliance with Utah Criminal Code and are used by the agency to compile statistics (Utah Code 76-7-305 (2010)). Records include information about the patient, the pregnancy, and the surgical procedure.

**RETENTION:**

Permanent. Retain permanently or 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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until data input into database & annual report compiled and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records are maintained according to Utah Code 76-7-313 (2010) for statistical purposes and contain evidence of legally enforceable rights regarding abortion (Utah Code 76-7-302 (2010)). As vital records, these have historical value.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81417

**TITLE:** Induced termination of pregnancy physician reports

(continued)

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26-25-1 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81412

3

**TITLE:** Legitimation and paternity file

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and family formation. These records document the parentage of a child who is legitimized by the marriage of his natural parents as determined by the agency, or whose parentage has been determined by any court having jurisdiction (Utah Code 26-2-10(2008)). Information includes the parent's identifying information, and the child's original and supplementary birth certificates. Information may also include the affidavit for voluntary declaration of paternity, the court determination of paternity, or a copy of the parents' marriage certificate. Index is included.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until digitized and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

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

Computer data files: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81412

**TITLE:** Legitimation and paternity file

(continued)

**APPRAISAL:**

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

As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81418

3

**TITLE:** Marriage license applications

**DATES:** 1918-

**ARRANGEMENT:** numerical by county code number

**ANNUAL ACCUMULATION:** 4.20 cubic feet.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of marriages for residents of the state. These records are marriage licenses issued by county clerks to applicants, and are used to produce statistical information and a statement of marriage (Utah Code 26-2-24 (1995)). Records include applications and an index and contain information about the parties involved, the marriage event, and the officiator.

**RETENTION:**

Permanent. Retain for 3 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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed provided information has been keyed into database.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

These records document the legal marriages of citizens.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81418

**TITLE:** Marriage license applications

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 16766

3

**TITLE:** Monthly report of informed consent material use

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records support the agency's function to document and report the facts of induced abortions for residents of the state. These reports are submitted to the agency by facilities that perform abortions in order to document the number of women who receive informed consent publications prior to undergoing an abortion (Utah Code 76-7-305.7 (2013)). Records include information about the facility, the number of abortions performed, and the number of patients who chose to view the informed consent materials.

**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:** 02/2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 16766

**TITLE:** Monthly report of informed consent material use

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 23824

3

**TITLE:** Mortality reports

**DATES:** 1939-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to prepare an annual publication of statistics derived from vital records (Utah Code 26-2-3(1)(b)). These records document statistical analyses of causes of death in a given year. Information is aggregated by cause of death, sex, age, and if an autopsy was performed.

**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 Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
As a vital record this information is of historical value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 12360

3

**TITLE:** Native American death certificates

**DATES:** 1905-

**ARRANGEMENT:** Chronological , thereunder Alphabetical by name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of deaths for the legal purposes of the state's citizens. Records serve as the official, legal record of all deaths of Native Americans on a reservation and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3(1)(d)(2013)). Records include information about the deceased, the cause of death, disposition of remains, and related information; includes an index. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
As a vital record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 12360

**TITLE:** Native American death certificates

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22(4)(b)(2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81442

3

**TITLE:** Out-of-state birth and death certificates

**DATES:** 1952-

**ARRANGEMENT:** alphabetical by state, thereunder chronological

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and deaths for the legal purposes of the state's citizens. These certificates document the birth or death of Utah residents who are out of the state when the event occurs, and are used to prepare an annual compilation, analysis, and publication of statistics (Utah Code 26-2-3 (2013)). Records include information about the newborn child, its parents, and the place and date of birth; or about the deceased, cause of death, disposition of remains, and related information; includes an index.

**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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until data input into database & annual report compiled and then destroy.

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

**APPRAISAL:**

These records have administrative value(s).

This information is only used for statistical purposes; the official certificates are kept by the states that issue them. Once the statistical reports have been compiled, the record can be destroyed.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81442

**TITLE:** Out-of-state birth and death certificates

(continued)

**PRIMARY DESIGNATION:**

Exempt      Utah Code 26-2-22 (2012)

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 16765

3

**TITLE:** Policy and procedure records

**DATES:** 1973-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These records support the agency's executive function to document the direction of entity programs as established in Utah Code 26-2-3(2013). Records are policies and procedures created by executive decision makers.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

These records are of historical interest as they document executive decisions for the organization and implementation of agency programs.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 16765

**TITLE:** Policy and procedure records

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81408

3

**TITLE:** Purchase requisitions

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's administrative function to account for purchasing of equipment and supplies. Records document the initial request, the approval or denial of the request, and any purchases made.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after end of fiscal year in which they were initiated and then destroy.

Computer data files: Retain in Office for 7 years after end of fiscal year in which they were initiated and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28619

3

**TITLE:** Records storage logs

**DATES:** 1905-

**ARRANGEMENT:** Numerical by series number, thereunder by year

**DESCRIPTION:**

These records support the agency's function to document, preserve, and certify the facts of births, deaths, and family formation for residents of the state (Utah Code 26-2-3 (2013)). These finding aids document the location of vital records held by the agency in order to facilitate their retrieval as necessary. Records include record transfer sheets, box accession reports, and container inventory lists.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded or until lifespan of the related record is met and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) 2014

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28619

**TITLE:** Records storage logs

(continued)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28621

3

**TITLE:** Report of birth files

**DATES:** 1999-

**ARRANGEMENT:** Chronologically by date of birth

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births for the legal purposes of the state's residents (Utah Code 26-2-3 (2013)). These records register births that occur outside of a birthing facility and are used to create birth certificates and to prevent and investigate the creation of fraudulent birth certificates (Utah Code 26-23-5 (1995)). Records include the Report of Birth form, physician and newborn care worksheets, and forms to obtain a birth certificate for the child.

**RETENTION:**

Permanent. Retain for 5 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:** 01/2015

**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 transfer to State Archives with authority to weed.

Digital image: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records document the registration process for recording births outside of a birthing facility and are kept to prevent fraudulent birth certificates.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28621

**TITLE:** Report of birth files

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81425

3

**TITLE:** Sealed adoption birth certificate files

**DATES:** 1941-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-25 (1995)). These records document changes made to birth certificates based on adoptions filed with the agency by the clerk of the court. Records may include original birth certificate, Report of Adoption, and related court records authorizing the changes. The new delayed certificate of birth which results from this process is contained in a separate series. These records document "birth, death, fetal death, marriage, divorce, dissolution of marriage, or annulment." (Utah Code 26-2-2(20)(2014)) Documents may include registered certification or reports, applications, official registers and other similar records.

**RETENTION:**

Permanent. Retain for 100 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after adoption is completed and then transfer to State Records Center provided they have been scanned. Retain in State Records Center for 99 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 81425

**TITLE:** Sealed adoption birth certificate files

(continued)

**APPRAISAL:**

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

As an adoption record this information is of historical value and provides legal evidence of an individual's rights (Utah Code 26-2-26 (1995)).

**PRIMARY DESIGNATION:**

Exempt                      Utah Code 78B-6-141(2)(e)(2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.



**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 29977

3

**TITLE:** Vital Records divorce certificates

**DATES:** 2011-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are submitted to the Office of Vital Records and Statistics by the courts to document divorces. The Office then uses these records to prepare statistical information and statements of divorce. The information includes the parties' names, addresses, places and dates of birth, race, educational levels, and number of previous marriages; the place and date of the marriage; the date the couple separated; the total number of children and the number of children under eighteen; the name of the petitioner's attorney; the type of decree; the county of decree; and the signature of the certifying official.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
In addition to the statistical information extracted from these records, these forms provide details about divorce events in an abstract as an alternative and secondary copy to the original case files.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 29977

**TITLE:** Vital Records divorce certificates

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt.

Utah Code 26-2-22(5)(c) if 75 years or more have passed since the date of the event upon which the record is based.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28623

3

**TITLE:** Witness protection files

**DATES:** 1976-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These records support the agency's function to provide suitable documents to enable a person in the witness protection program to establish a new identity (Witness Protection Act, 18 USC 224-3521 (1982)). These records document the issuance of a new birth certificate for persons under witness protection and include the original birth certificate, the new birth certificate, and court records authorizing the changes.

**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:** 01/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). The Witness Protection Act of 1982 requires that the Attorney General "provides suitable documents to enable the person to establish a new identity or otherwise protect the person" (Witness Protection Act, 18 USC 224-3521 (1982)). These records document that action and, as vital records, have historical value.

**AGENCY:** Office of Vital Records and Statistics

**SERIES:** 28623

**TITLE:** Witness protection files

(continued)

**PRIMARY DESIGNATION:**

Exempt Utah Code 26-2-22 (2012)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.