

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health (1317)
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Records Officer: _____

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AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80933

3

TITLE: Administrative rules file

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a proposal by agency to adopt a new administrative rule or change an existing rule. The information includes the agency name and address, the contact person, the rule title, a summary of the rule or change and the reason for it, the anticipated cost impact, the type of notice, a justification for a 120 day rule, any applicable state or federal mandate, the means of public comment (at public hearing, by appearing at the agency, or by written comment) the period for comments, the signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the dates the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The rulemaking function of the bureau is part of its policy-setting activities. As a result, this is a document of long-term interest and should be retained permanently.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80933
TITLE: Administrative rules file

(continued)

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80895

3

TITLE: Alleged abuse vouchers file

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of the investigations of allegations of abuse of the WIC vouchers. The file includes WIC Participant Alleged Abuse Report, Report of Voucher Lost or Stolen, and Request to Local District to remind parties that vouchers must be cashed within 30 days. Information includes clinic name and number, participant's name, voucher number, issue date, person initiating report, suspected abuse categories (altered vouchers, voucher reported lost or stolen was cashed), the recipient's statement, clinic statement, the action taken, and a copy of the voucher.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention and classification are based on 7 CFR 246 Subpart F and 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80895
TITLE: Alleged abuse vouchers file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80897

3

TITLE: Authorized signature for Women, Infant, and Children Program certification forms

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are notices from the local health agencies as to who is authorized to sign the certification forms. The forms include the date, the local district name, the clinic number, the authorized signature, and the dates the authorization began and terminated.

RETENTION:

Retain for 4 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after termination of authorization and then destroy.

APPRAISAL:

These records have administrative value(s).

This record must be kept as long as the individual is authorized. Once the authorization ends, the record should be kept in case the information is needed in a subsequent review.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80938

3

TITLE: Automated food delivery system and management information system

DATES: 1986-

ARRANGEMENT: none

DESCRIPTION:

This is an automated system for the issuing of vouchers and the certification and enrollment of recipients and vendors and for the management of the financial status of the program. This system has been contracted out with a private vendor, so only computer printouts are subject to scheduling.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80769

3

TITLE: Billing sheets

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of billings sent to patients' insurance company for payment of services rendered. This record is not part of the patient chart. The information includes the patient's name, sex, date of birth, and address; the insurance company name and address; the type of treatment given and the charge; the invoice number; and the health provider's name.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

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

This record is subject to audit and should be kept for the audit period.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 30073

3

TITLE: Bureau travel expenses

DATES: 2016-

ARRANGEMENT: None.

DESCRIPTION:

These records document the Bureau's travel expenses and may include invoices, receipts, reimbursements, and related documentation for both in-state and out-of-state work travel.

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 18 months and then transfer to State Records Center. Retain in State Records Center for 66 months and then destroy.

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2021.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80901

3

TITLE: Capital equipment purchases for clinics approval files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of approval by the bureau for local health department clinics participating in the WIC program to purchase equipment. It includes the date of the request, the name of the district and the clinic, the item requested, the price, and the authorizing signatures.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after replacement, disposition, or transfer of equipment and then destroy.

APPRAISAL:

These records have administrative value(s).

Retention is set by 7 CFR 3015.22(b).

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80914

3

TITLE: Central stores orders files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

These are central store purchase orders.

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, and/or fiscal value(s).

Based on General Retention Schedule 3 Item 9.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80940

3

TITLE: Check overage analysis

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of checks that were not cashed timely. The information includes the clinic number and name, the percentage of overage checks, the check count, the actual amount, the estimated amount outstanding, the total amount of actual funds over the estimated funds, the average amount over, and the amount of the average check. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80957

3

TITLE: Clinic action report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical activity report. It includes the clinic number and name, the number of active participants, the number of families with active participants, the number of participants due for recertification, the number of participants with recertification overdue, and the number of participants by age group. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80953

3

TITLE: Clinic list

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of clinics participating in the program. It includes the clinic name, the clinic identification number and address, the county, and the clinic telephone number. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80907

3

TITLE: Clinic voucher case load monthly report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports generated by local health departments showing their program activity. It is used by the state to monitor the local agencies as required by 7 CFR 246.19(b)(2). The report includes the clinic name and number, the number of women, children, infants and total participating, and the totals for all clinics in the district. The report also includes Monthly Participation and Waiting List Data which gives the agency number, the clinic number, the number of women, infants, children, and total participating, the number certified, the number of waiting lists, the number of Indochinese, and the number of migrants.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). Retention is based on 7 CFR 246.25. The information in this report can be found in other reports that were given a permanent retention, so this record does not need to be kept past its audit value.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80907
TITLE: Clinic voucher case load monthly report

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80906

3

TITLE: Collection transmittal advice

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a form used to forward collections for overcharges by vendors for deposit. This record series includes copies of the receipt, Collection Transmittal Advice, the original voucher, and the vendor's check. Information includes the name and address of the vendor, the amount of payment, the date received, the receipt number, the check number, the low organizational number, the cash code, and the activity number.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80931

3

TITLE: Correspondence file

DATES: 1983-

ARRANGEMENT: Alphanumerical by unit

DESCRIPTION:

This is a file of all the correspondence generated by the bureau. This file includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Records that document the activities of the bureau and show its policies, achievements, and activities are of long-term value and should be retained. However, correspondence dealing with routine day-to-day matters should be weeded out when no longer needed. Internal administration refers to records relating to the office organization, staffing, procedures, communications; supplies and office services & equipment requests and receipts; use of space & utilities. Letters of transmittal do not add any information to that contained in the transmitted material. Quasi-official notes do not constitute official actions (eg. holidays or charity).

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80931
TITLE: Correspondence file

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80863

3

TITLE: Cost distribution by service diagnosis, number of cases, and type of service report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the costs of services. This report is no longer produced. It includes for each service and diagnosis the patient number, the total cost, and the cost of hospitalization, surgery, medical provider services, X-Ray, EEG, EKG, other, physical therapy, laboratory work, drug prescription, and dental services. This is a report of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has no further administrative value and may be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80850

3

TITLE: County case and visit by sex and age

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual computer printout that gives a statistical listing of services given to children by age groups and gender within those age groups for each county in the state. This report is now obsolete. The information includes the health district or county name, the number of cases and the number of visits broken down by age groups. This is a report of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This report has no further value and may be destroyed.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80944

3

TITLE: Current high flagged items list

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical report of items for which the charge was higher than allowed by the program. It includes the check number, the clinic number, the family identification number, the date and amount of the voucher issued, the date and amount of the redeemed voucher, and the percentage high. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80943

3

TITLE: Current retailer activity report

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical report of retailer activity. It includes the store name and identification number, the check number and amount, and the total number of checks, the amount, the average, and the percent of checks cashed. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80915

3

TITLE: Daily time record

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is based on potential for federal audit.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80947

3

TITLE: Dual participant audit: infant/children

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report of clients who are participating in both the WIC and Maternal and Child Health programs. It includes the county name, the clinic identification number, the participant's name, the endorser's name, the family identification number and the child's date of birth and address. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80947

TITLE: Dual participant audit: infant/children

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80951

3

TITLE: Food listing by identification code

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a listing of the allowable charges for food for reimbursement. It includes the food identification number, a description of the item, and the amount to be charged by retailer classification. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80905

3

TITLE: Food vendor agreement files

DATES: 1978-

ARRANGEMENT: Alphabetical by county and vendor

DESCRIPTION:

These are agreements signed by food vendors to participate in the WIC program. It specifies both the types of food to be supplied to the recipient and the prices to be charged. This is required by 7 CFR 246.12(f). The files include Vendor Application to Participate in the WIC Program, Vendor Agreement, Two Year Survey Qualification Form, Vendor Report, and correspondence. Information includes the vendor's name, address, telephone #, and county; the name of the owner or district manager; the type of business (pharmacy, grocery or dairy); and the results of contacts by the bureau, the reason for the contact, and any actions taken.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after termination or expiration and then destroy.

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is set by 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80905
TITLE: Food vendor agreement files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80928

3

TITLE: Food voucher register

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the food vouchers issued. This is used as an audit tool. It includes date, the voucher number, the voucher amount, the patient's name, and the vendor's name and number.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80768

3

TITLE: Hospital admissions and discharges

DATES: 1982-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are referrals made by the hospital of patients they feel will benefit by inclusion in the program. Upon receipt of these notices, the bureau sends an invitation to the parents to apply for program admission. If they enter the program, this information becomes part of the chart. If they do not, the information is kept in two files, one for children who have died and one for families that have not responded. This series includes the child's name, the date the information was sent, and the response to the invitation.

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 record has only administrative value.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80768
TITLE: Hospital admissions and discharges

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 82254

1

TITLE: Information governance records

DATES: 1985-

ARRANGEMENT: Numerical

DESCRIPTION:

These records support the agency's function to implement records management policies in order to effectively maintain and dispose its records. Records include approved retention schedules and record transfer sheets, as well as other related information.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 1 Item 66.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80916

3

TITLE: Interdepartmental transfers

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 6 Item 5.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80772

3

TITLE: Invoices

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 6 Item 6.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80950

3

TITLE: Issued, matched and redeemed vouchers

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report of vouchers that have been issued and redeemed. It includes the clinic name, the clinic identification number, and the number of checks issued, matched, and redeemed. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80902

3

TITLE: Local agency audit reports

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are copies of audits of the local health departments by the Bureau of Financial Audit to meet the requirements of 7 CFR 246.20.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on requirements of OMB Circular A-128.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80896

3

TITLE: Local health department monitoring files

DATES: 1984-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are evaluations of the management, certification, nutrition education, civil rights compliance, accountability, financial management, and food delivery by the local health departments. This is required by 7 CFR 246.19(b)(2). The information includes date of monitoring visit, the items covered by the visit, the findings and recommendations, and district's response to the monitoring.

RETENTION:

Permanent. Retain for 4 year(s) after completion of publication or report

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 3 years after submission of annual or final expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Retention in office is set by 7 CFR 246.25. Permanent storage is recommended to show the local health agencies' activities.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 84280

3

TITLE: Lost or stolen WIC identification cards

DATES: 1986-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record that certifies that a an I.D. card was either stolen or lost from a client or guardian, and also verifies replacement of this card. Includes clinic number and name, name of client or guardian, report of lost or theft of card, card number, participant number, client's classification, date and signature of client or guardian, authorized WIC clinic signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
CFR 7-246.25 governs the retention of this record series.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 84280
TITLE: Lost or stolen WIC identification cards

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 84279

3

TITLE: Lost or stolen WIC vouchers

DATES: 1986-

ARRANGEMENT: chronological

DESCRIPTION:

This is a record that certifies that a voucher was either stolen or lost from a client or guardian, and also verifies replacement of this voucher. Includes clinic number and name, name of client or guardian, report of lost or theft voucher, voucher number, participant number, client's classification, date and signature of client or guardian, authorized WIC clinic signature.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
CFR 7-246.25 governs the retention of this record series.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80893

3

TITLE: Management evaluation reports

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are reviews conducted by the federal government of the WIC program as required by 7 CFR 246.19. The purpose of the review is to assess the accomplishments of the program and to determine if the state is meeting its responsibilities. The review includes both the state and a sampling of local health districts. The reviews also include evaluation on vendor monitoring, certification, and program availability.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This review should provide a good picture of the WIC program and its accomplishments in the state. For that reason, it should be permanent. The retention in office is set by the requirements of 7 CFR 3015.75(b).

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80852 3

TITLE: Medical provider appointments, excluding office visits, by type of patient and appointment report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the appointments made and kept for medical services. This report is produced quarterly. It includes the provider's name, and by the gender of patient the number of appointments scheduled, added, made by telephone, broken, cancelled, kept, and the number of new and old cases. This is a report of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 84256

3

TITLE: Monthly computer operation reports

DATES: 1987-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a compilation of monthly reports used to verify the operations and activities of the WIC program. This compilation is now used as a reference guide. Includes reports of check coverage, clinic action, clinic lists, flagged items, participation audits, enrolled and vouchered lists, food group lists, food price lists, issued-matched redeemed vouchers, last batch of the month list, participant statistics for all enrolled and all vouchered, participant summary, payment audit, post-hoc transaction, retailer list by alphabetic and by number and a redemption summary, state parameters, statistics for all active participants, summary of expenditures, summary of error message, two-month recert overdue, list of void and redeemed vouchers, current retailer activity.

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: 12/1997

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 destroy.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 84256
TITLE: Monthly computer operation reports

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).
CFR 7-246.25 governs the retention of this record series.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80900 3

TITLE: Monthly report of the Special Supplemental Food Program for Women, Infants and Children

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a performance report of the program submitted to the state by the local health departments. The information includes the report month, the local agency name and address, the total number of clinics providing program benefits, the number of women, infants, children, and the total participating, the number of participants by priority one through six for whom vouchers were issued, the total number of certified individuals, the total number of individuals on the program waiting list, the total number of Indochinese refugees for whom vouchers were issued, and the total number of migrants for whom vouchers were issued.

RETENTION:

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

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 3 years after submission of annual or final expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The reports are permanent due to their potential research value.
The in-office retention is set by 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80934

3

TITLE: Monthly voucher reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are monthly reports sent to the state regarding the issuance of food vouchers and recipient enrollment. This is used as a management and audit tool. These reports include Manual Check Assignment and Shift Form which gives the clinic identification number, the manual check numbers, and the total number of items; Family Enrollment Form gives clinic number, enrollment number, item total, date sent to clinic, and date confirmed by clinic; Voided Check Register gives check number, item total, date and reason for voiding check; and WIC Voucher/I.D. Card Acknowledgment Report gives date, clinic number and name, items received, voucher numbers, total received, and the vouchers missing.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80934
TITLE: Monthly voucher reports

(continued)

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80845

3

TITLE: Neo-natal follow-up patient data system

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This is an automated data system to track patients enrolled in the assistance programs offered by the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80765

3

TITLE: Patient charts

DATES: 1975-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These charts document patients participating in the Neo-natal follow-up program. This program provides medical assistance to children up to the age of five. Patients are primarily premature infants that are having continuing medical problems. This record series includes, but is not limited to: hospital records, problem list, lab flow sheets, medical history, family history, nutritional history, dental report, developmental/psychometric test reports, psych clinical progress notes, speech and hearing evaluations, neurological examinations, ophthalmologic examinations, correspondence, growth charts, pediatric examinations, progress notes, lab and x-ray reports, and billing/authorization for payment records.

RETENTION:

Retain for 78 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after closed and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The retention is based on the potential legal problems that may arise as to any treatment given the child. While UCA 78-14-4 sets the limit for malpractice action at 4 years, court decisions such

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80765
TITLE: Patient charts

(continued)

as Foil v Ballinger 601 P 2d 144 and Myers v McDonald 635 P 2d 84 have held that the statute of limitation can be extended if discovery of the injury did not occur within the 4 year time frame. Should any medical problems occur, they should appear by the time the child becomes an adult. Previous decision: (6/1987) - 16 years after case closed and then destroy. The Bureau has decided it is critical to have these records available for the 78 years because patients may be having health problems throughout their lives.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80770

3

TITLE: Patient index file

DATES: 1975-

ARRANGEMENT: alphabetical by name

DESCRIPTION:

This is an index used to locate patient charts. The information includes the patient's name, date of birth, chart number, address, and telephone number.

RETENTION:

Retain until case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the related chart is no longer kept and then destroy.

APPRAISAL:

These records have administrative value(s).

As long as the chart exists, the index to it is needed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80846

3

TITLE: Patient master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the demographic, diagnostic, clinic and provider visit information about Child Health Services patients. It includes the date of application; the patient number; the source of referral; the patient's name, residence, date of birth, race, sex, social security number, and marital status; insurance information; the parents' ages and education; the state and county code numbers; if the case is closed, the reason and the date; a record of visits and services; the costs of services; physical examination information; diagnoses; and the risk profile. This is a master file of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 month(s) after superseded

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:

Computer magnetic storage media: Retain in Office for 3 months after updated and then erase.

APPRAISAL:

These records have administrative value(s).

This record is updated quarterly. Once the update has been made, the old information can be destroyed.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80846
TITLE: Patient master file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80767

3

TITLE: Patient psychological evaluations

DATES: 1975-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the results of developmental and psychometric testing and counseling given to clients and families enrolled in the Neonatal Program. Copies of developmental/psychometric test results and clinical progress notes are kept in the patient chart. Test protocol and counseling notes are filed separately. This record series includes test materials, test results, progress notes and psychological analysis.

RETENTION:

Retain for 16 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after closing and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The record should be kept long enough to allow for potential legal disputes. Note that when the case is closed, this file and the patient chart should be kept together.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80767
TITLE: Patient psychological evaluations

(continued)

PRIMARY DESIGNATION:

Private Developmental/psychometric evaluation reports.

SECONDARY DESIGNATION(S):

Controlled. Test protocols, any psychological analysis, and treatment/psychological progress notes.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80771

3

TITLE: Patient visit log

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the daily activity of the clinic. The information includes date, name of patient, if the appointment was kept or cancelled, whether the patient saw a physician, psychiatrist, dentist, nutritionist, neurologist, nurse, or other.

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80955

3

TITLE: Payment audit

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of payments by clinic. It includes by clinic number the number of families, the number of payments, the number of checks, the estimated amount, the maximum amount, the average amount, the average amount per payment, the average number of checks per family, and the average amount of checks. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80847

3

TITLE: Provider master file

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

This file contains the names of individuals and organizations who provide direct medical services to patients in clinics or on a reimbursed referral basis. It includes provider's name, code number, and speciality; the institution's name and code number; and the transaction code. This is a master file of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 month(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months after update and then erase.

APPRAISAL:

These records have administrative value(s).

This file is updated quarterly. Once the information has been updated, the old information can be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80904

3

TITLE: Public hearings files

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is the record of public hearings held to enable the general public to comment on the State Plan as required by 7 CFR 246.4(b). It includes lists of persons present, notice of hearing, transcript of hearing, and written comments.

RETENTION:

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

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 3 years after submission of annual or final expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This record has research value as it shows the evolution of the state plan and how it was affected by the public comments.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80773

3

TITLE: Purchase requisitions

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 3 Item 4.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80917

3

TITLE: Purchase requisitions

DATES: 1987-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION:

Retain for 3 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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80899

3

TITLE: Racial/ethnic group participation reports

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual report compiled for September used to monitor the program to ensure that no persons are denied participation due to race or ethnic origin. This report, required by 7 CFR 246.8, is submitted to the state by the local agencies where a comprehensive report is prepared. The information includes the state name and number, the local agency number, the number of clinics operated by the local health department, the local health department's name and address, the telephone number, the number of women, infants, children, and total who are participating and who are Black, Hispanic, Asian or Pacific Islander, American Indian, White, and the totals.

RETENTION:

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

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 3 years after submission of annual or final expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This gives statistical information on participation in the program and has long-term value. The Archives should be given discretion to keep the state report and discard the local reports should space be a problem.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80899
TITLE: Racial/ethnic group participation reports

(continued)

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80918

3

TITLE: Records retention schedule

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until superseded

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 until updated and then destroy.

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 16 Item 11.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80919

3

TITLE: Records transfer sheets

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain until final action

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 6 months after related records are disposed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 16 Item 3C.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80954

3

TITLE: Retailer list by retailer code

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of stores participating in the program. It includes the store code, name, and address. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80941

3

TITLE: Retailer redemption summary by total dollar redeemed

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical report on retailer activity by the amount of vouchers redeemed. The information includes the store's name and identification number, the retailer's classification, the total amount of checks redeemed, the total number of checks, the total number of high flag checks, the total percentage of high flag checks, and the total amount of high flag checks. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80851

3

TITLE: Service summary report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a computer printout produced quarterly that shows the number and type of services provided by the bureau. It includes the number of children served, clinic visits and costs for clinic service, medical provider service, psychiatric service, speech and hearing, nutrition, social services, education and nursing, and the amounts paid by insurance and by medicaid. This is a report of automated data system, file key: NFPDS.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

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

This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80921

3

TITLE: Staff meeting minutes

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 23 Item 2b.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80903

3

TITLE: State plan of program operations and administration

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual plan of program operation and administration that describes the manner in which the state intends to implement and operate all aspects of the WIC program as required by 7 CFR 246.4. It includes an outline of the goals and objectives, the budget, an estimate of Statewide participation, the staffing pattern, an affirmative action plan, plans to provide benefits to migrant workers, plans for informing eligible participants, nutritional education goals and action plan, and the certification procedures.

RETENTION:

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

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 3 years after submission of annual or final expenditure report and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record has long-term research value and should be retained.
The retention in-office is set by 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80949

3

TITLE: Summary of expenditures

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a fiscal control report. It includes the report month, the accumulated quantity and amount of checks issued, the number of new and accumulated checks voided, the accumulated number of checks voided, the new number and amount of checks cashed, the accumulated amount of cashed checks, the outstanding checks, and the amount of the outstanding checks. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80922

3

TITLE: Travel requests

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Retention is based on General Retention Schedule 9 Item 3b.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80923

3

TITLE: Travel vouchers

DATES: 1987-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION:

Retain for 3 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: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80925

3

TITLE: United Parcel Service acknowledgment of delivery

DATES: 1987-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

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: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 12 Item 5a.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80774

3

TITLE: Vendor contracts

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s) after expiration of contractual agreement

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 1 year after expiration or termination and then destroy.

APPRAISAL:

These records have administrative value(s).

The record copy of this is kept by the Bureau of Finance. This copy has administrative value only.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80894

3

TITLE: Vendor monitoring files

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of the monitoring of vendors who are participating in the WIC program. This monitoring is required by 7 CFR 246.12(i) and 7 CFR 3015 Subpart K. These files include Representative Sample Vendor Monitoring Instrument, High Risk Vendor Monitoring Instrument, and High Risk Vendor Monthly Report. Information includes the name and identification number of the store, the items purchased, the amount overcharged, the explanation for the overcharge, the results of the sample survey, and the dates of review.

RETENTION:

Retain for 4 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: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after submission of annual or final expenditure report and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80946

3

TITLE: Voucher and redeemed items report

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

This is a report of redeemed and voided vouchers. It includes the check number, the family identification number, the date and amount of the voucher issued, the date and amount of the redeemed voucher. This is a report of automated data system, file key: WICDS.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 23504

3

TITLE: Winds of WIC newsletter

DATES: ca. 1992-

ARRANGEMENT: Chronological

DESCRIPTION:

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 until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80913

3

TITLE: Women, Infants, and Children (WIC) advisory council minutes

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are minutes of the meetings of the WIC Advisory Council.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This record has long-term value and should be preserved.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80929

3

TITLE: Women, Infants, and Children (WIC) food vouchers

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are vouchers issued to participants in the program to enable them to receive supplemental foods. They include the participant's name, clinic number, family identification number, the date issued, the items to be purchased, the amount of charge, the recipient's signature, and the store's endorsement.

These vouchers are being microfilmed at the bank with all the other checks that are received by the bank on a daily basis. The bank microfilms the vouchers again on a weekly basis for the Women, infants and children's program.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Microfilm master: Retain in Office for 4 years and then destroy.

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

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

This retention is based on the requirements of 7 CFR 246.25.(a), 1990, which states that agencies shall maintain complete records concerning program operation. 7 CFR 246.25.(2), 1990, states all records shall be retained for a minimum of three years following the date of submission of the final expenditure report for the period to which the report pertains. Previous decision: 77-66: 4

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health
SERIES: 80929
TITLE: Women, Infants, and Children (WIC) food vouchers

(continued)

years/private.

PRIMARY DESIGNATION:
Private

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80910

3

TITLE: Women, Infants, and Children (WIC) outreach program files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a record of the bureau's activities informing eligible persons of the availability of benefits as required by 7 CFR 246.4(a)(7). These files include copies of the invitation to speak, the presentation given, and the program schedule.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record helps document the bureau's activities and has long-term value.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80892

3

TITLE: Women, Infants, and Children (WIC) Program policies and procedures manuals

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Policies on certification, eligibility, processing time frames, system for appointment, schedule for certification, eligibility criteria, and priority system.

RETENTION:

Permanent. Retain for 5 year(s) after superseded

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 3 years after the policy is updated, revised, or eliminated and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These policies have long-term value and should be retained permanently. The retention in office is to allow for the public access provision of 7 CFR 246.4(a)(11) and for potential federal review under 7 CFR 246.25.

AGENCY: Department of Health and Human Services. Division of Family Health. Office of Maternal and Child Health

SERIES: 80912

3

TITLE: Workshop files

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is the record of workshops held by the bureau for nutritional education and clerical training for local health agencies as required by 7 CFR 246.4. It includes the training schedule and participant's evaluations.

RETENTION:

Retain for 3 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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record may be reviewed by the federal government and should be retained for a three year period.

PRIMARY DESIGNATION:

Public