Retention and Classification Report

Agency: Department of Health and Human Services. Division of Child and Family Services. Saint George Office (1862)
377 East Riverside Drive
St. George, UT 84770

Records Officer: _____

14710	Adoption case files
22182	Child and Family Services family case records
14123	Child protective services investigations
18806	Domestic violence shelter treatment records
18527	Provider files

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

SERIES: 14710 3
TITLE: Adoption case files
DATES: 1930-
ARRANGEMENT: Alphabetical by child surname.
DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. They include a face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, and birth certificates. Also included are court orders, adoption reports, summons, paternity notices, record of adoptions, termination of parental rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adoption case files, GRS-2477.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after adoption has been finalized and then transfer to State Records Center. Retain in State Records Center for 24 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This disposition is based on UCA 78-30-14 (1991), which specifies that adoption records are to be sealed and can only be viewed according to guidelines outlined in UCA 78-30-14 (1991). These records retain their importance for documenting legal status, rights and obligations of individuals, groups,

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

SERIES: 14710

TITLE: Adoption case files

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organizations, and governmental bodies despite the passage of time.

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

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

SERIES: 22182 3

TITLE: Child and Family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname.

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DCFS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, video recordings of parent visits with their children, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records,release forms, contracts, and reference letters.

RETENTION:

Retain for 50 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Family case records, GRS-2492.

AUTHORIZED: 02-01-2016

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

SERIES: 22182

TITLE: Child and Family Services family case records

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FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 49 years and then destroy.

APPRAISAL:

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

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

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

SERIES: 14123 3
TITLE: Child protective services investigations
DATES: 1985-
ARRANGEMENT: Alphabetical by client surname
DESCRIPTION:

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain for 100 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Child protective services investigation case files, GRS-2482.

AUTHORIZED: 04-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 99 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

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

SERIES: 14123

TITLE: Child protective services investigations

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PRIMARY DESIGNATION:

Exempt UCA 62A-4-523 (2008)

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

SERIES: 18806 3
TITLE: Domestic violence shelter treatment records
DATES: 1990-
ARRANGEMENT: Alphabetical by client surname.
DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, an dfamily information.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Domestic violence shelter treatment records, GRS-2483.

AUTHORIZED: 08-01-1995

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

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

SERIES: 18806

TITLE: Domestic violence shelter treatment records

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SECONDARY DESIGNATION(S):

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

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

SERIES: 18527 3
TITLE: Provider files
DATES: 1990-
ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Provider files, GRS-2577.

AUTHORIZED: 06-12-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private