

## Retention and Classification Report

**Agency:** Department of Health and Human Services. Division of Child and Family Services.  
South Towne Office (2563)  
10008 South Creek Run Way  
Sandy, UT 84070

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

23745      Child Protective Services investigation case files

**AGENCY:** Department of Health and Human Services. Division of Child and Family Services. South Towne Office

**SERIES:** 23745

3

**TITLE:** Child Protective Services investigation case files

**DATES:** 1996-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are investigations and findings of child abuse and neglect cases. 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. These are investigations and findings of child abuse and neglect cases. 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 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 98 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

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(continued)

**PRIMARY DESIGNATION:**  
Exempt UCA 62A-4-513 (2008)