Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Jackson Office (2793)
1735 West 700 North, Suite 201
Salt Lake City, UT
801-538-4171

Records Officer: _____

25549 Adoption case files

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

SERIES: 25549 3
TITLE: Adoption case files
DATES: [ca. 1996]-
ARRANGEMENT: Alphabetical by client last name
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity 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 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

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

SERIES: 25549
TITLE: Adoption case files

(continued)

PRIMARY DESIGNATION:

Controlled