

## Retention and Classification Report

**Agency:** Department of Human Services. Office of the Child Protection Ombudsman (2830)

Office of Child Protection Ombudsma  
195 North 1950 West  
Salt Lake City, UT 84116  
801-538-4589

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

25505	Financial Information Network (FI-NET) payment records
24230	Investigation case files

**AGENCY:** Department of Human Services. Office of the Child Protection Ombudsman

**SERIES:** 25505

3

**TITLE:** Financial Information Network (FI-NET) payment records

**DATES:** 1999-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements. Records include payments made from the Offices of Services Review as well as those from the Office of the Child Protection Ombudsman.

**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 2 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of the Child Protection Ombudsman

**SERIES:** 24230

3

**TITLE:** Investigation case files

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are in-house investigations initiated by requests received from the office of the Executive Director of the Department of Human Services and/or private citizens. They are conducted to determine if "...an act or omission committed by the Division [of Child and Family Services (DCFS)] with respect to a particular child is contrary to statute, rule, or policy; places a child's health or safety at risk; is made without an adequate statement of reason; or is based on irrelevant, immaterial, or erroneous grounds," (UCA 62A-4a-208 (3)(2001)). Information includes name of person(s) policy, or procedure being investigated; dates investigation began and closed; allegations; details of possible improprieties; name of investigator; investigation information that validates or invalidates the charges; recommendations of the investigator and ombudsman. May also include witness statements, portions of Child Protective Services (CPS) case reports and medical information.

**RETENTION:**

Retain for 5 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:** 10/2002

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Human Services. Office of the Child Protection Ombudsman

**SERIES:** 24230

**TITLE:** Investigation case files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Protected.	UCA 63G-2-305(10)
Controlled.	UCA 63G-2-304
Exempt.	UCA 62A-4a-412 (2008).