

## Retention and Classification Report

**Agency:** Children's Aid Society of Utah (2971)

652 26th Street  
Ogden, UT 84401

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

29854	Administrative records
29856	Articles of Incorporation
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**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29854

3

**TITLE:** Administrative records

**DATES:** 1910-2000

**ARRANGEMENT:** Generally chronological.

**DESCRIPTION:**

These records document meetings of boards, committees, or teams that have no statutory authority to make public policy decisions, but do have authority to make internal policy decisions. Information includes the determinations and actions of the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of the structure and function of the Society.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29856

3

**TITLE:** Articles of Incorporation

**DATES:** 1910-1992

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains records documenting the incorporation and maintenance of the Society as a legal entity.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Constitution and bylaws, GRS-43.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records have permanent historical value as documentation of the organization as a legal entity.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29841

3

**TITLE:** Board minutes

**DATES:** 1910-2009

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have permanent historical value as documentation of the highest-level administration, revealing the management and local influence of the organization.

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29841

**TITLE:** Board minutes

(continued)

**PRIMARY DESIGNATION:**

Private

The records in this series contain references to adoption of minors under the age of 21 that can be linked with specific individuals. This information is considered private for 100 years. (Utah Code 63G-2-310)

**SECONDARY DESIGNATION(S):**

Public.

All information in this series is considered to be public after 100 years. (Utah Code 63G-2-310)

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29860

3

**TITLE:** Case information records

**DATES:** 1936-1985

**ARRANGEMENT:** Chronological.

**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 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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

The records have permanent historical value as documentation of the services offered by the Society and as genealogical resources about individuals served.

**PRIMARY DESIGNATION:**

Private

This series contains personal info about parents and children that is considered private. Information about individuals over 21 is private for 75 years. Information about those under 21 is private for 100 years. (Utah Code 63G-2-310)

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29858

3

**TITLE:** Institutional histories

**DATES:** 1910-1995

**ARRANGEMENT:** Chronological by creation date.

**DESCRIPTION:**

These records document the organization and reorganization of governmental entities. Information includes history, functional information, geographical boundaries, organizational files and related records.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records in this series have permanent historical value as documentation of local history and the organization's history.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29855

3

**TITLE:** Newsletters

**DATES:** 1963-2008

**ARRANGEMENT:** Chronological by publication date.

**DESCRIPTION:**

Any record of enduring value, regardless of format or platform, that is disseminated by a governmental entity for public distribution. These may include website content, printed publications, newsletters, social media posts, and similar records. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**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).

The records have permanent historical value as documents containing genealogical information and evidence of the organization's function within the community.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29859

3

**TITLE:** Photographs

**DATES:** 1990-2006

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

The records are documentation of the organization's events and people. They have permanent historical value in research and genealogy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Children's Aid Society of Utah

**SERIES:** 29857

3

**TITLE:** Scrapbooks

**DATES:** 1917-1998

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are created by governmental entities compiling various items together to tell the story of their office. They include photographs, newspaper clippings, and other items pertaining to government activities, and actions and reactions of citizens.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as documentation of the Society activity over time.

**PRIMARY DESIGNATION:**

Public