

STATE AGENCIES

Utah State Archives

Parent Agency:

Agency: Board of Regents (836)

60 South 400 West
Board of Regents Building Gateway
Salt Lake City, UT 84101-1284
538-5247

Records Officer: James Vaughan

Analyst: Maren Jeppsen

AGENCY: Board of Regents

SERIES: 27390

2

TITLE: Regents' Scholarship files

VARIANT N/A

DATES: 2008-

ARRANGEMENT: Chronological by year, thereunder alphabetical by student surname.

DESCRIPTION:

These files document the selection, qualifications, eligibility, and progress of students in the Regent's Scholarship program. The program was created in 2008 by the Utah State Board of Regents to award scholarships to exceptional Utah high school students. Files are used to track all incoming documentation from participating students, parents, high schools, colleges, and universities. Information includes names; Social Security numbers; addresses; phone numbers; applications; high school, college, and university transcripts; national test scores; class schedules; award letters; correspondence; and other related information.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Digital image: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Fiscal Legal

Records are used to administer and evaluate the program. The records have fiscal value as they document the expenditure of public funds. Records have legal value as they may be audited or used in litigation.

AGENCY: Board of Regents

SERIES: 27390

TITLE: Regents' Scholarship files

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(h),(j), and (l); (2)(b),(c), and (d).

SECONDARY CLASSIFICATION(S):

Public

Utah State Archives

Parent Agency: Health Department
Community and Family Health

Agency: Department of Health. Bureau for Children with Special Health
Care Needs (479)
288 No. 1460 W.
Salt Lake City, UT 84116
538-6161

Records Officer: Kim Romero
Analyst: Maren Jeppsen

AGENCY: Department of Health. Bureau for Children with Special Health Care Needs

SERIES: 23698

2

TITLE: Kids on the Move student files

VARIANT KOTM student files
KOTM graduate files

DATES: 1986-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

This series contains student files documenting services provided to infants and toddlers enrolled in the Kids on the Move (KOTM) program. Files are used to create service contracts between KOTM and their families while children are actively participating in the program. Information includes children's names and birth dates, diagnoses, insurance details, language and ethnic identifications, parent or guardian names, addresses, home and work phone numbers, marital status, and staff member names. Also included are reports and forms such as child assessment forms, health checklists and screenings, family fee determination worksheets, family service and transition plans, referral information, transportation reimbursements, authorizations for disclosure of information services, and related records.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: For records beginning in 1986 through 2004. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 48 years and then destroy.

Digital image: For records beginning in 2005 and continuing to the present. Retain in Office for 50 years and then delete.

Paper: For records beginning in 2005 and continuing to the present. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Department of Health. Bureau for Children with Special Health Care Needs

SERIES: 23698

TITLE: Kids on the Move student files

(continued)

APPRAISAL:

Administrative Fiscal Legal

These records are used to administer the program. They have fiscal value as they document publicly funded children's services. The records have legal value as they are defined by 34 CFR 74.53 (Education Department General Administrative Regulations).

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

Utah State Archives

Parent Agency: Health Department
Finance

Agency: Department of Health. Division of Financial Audit (54)

288 North 1460 West
Salt Lake City, UT 84116-0700
538-6015

Records Officer: Keith Swenson
Analyst: Maren Jeppsen

AGENCY: Department of Health. Division of Financial Audit

SERIES: 16725

2

TITLE: Audit work paper and report files

DATES: 1965-

ARRANGEMENT: Alphabetical by organization name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the bureau record of the financial audits for Health Department expenditures. It includes auditor reports, expenditure statements, correspondence, contract summary sheets, audit reviews, financial audit reports, engagement information, audit procedures, independent audit copies, and monitoring reports. Information identifies the organizations being audited, and includes audit dates, names of auditors, audit scope and background, financial schedules, recommendations, audit periods, reviewer names, contract numbers, expense lists, audit contact information, and records of follow-up visits.

RETENTION:

Retain 9 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Records in electronic format are also covered by this schedule. If a separate retention for electronic formats is not provided, follow the length of retention for the paper copy.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal

These records have administration and fiscal value as they are used to monitor compliance with program funds and recommendations.

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

JUNE 13, 2010

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Board of Regents. 1

Health Department
Children's Special Health Care. 1
Health Financial Audit. 1

TOTAL RECORD SERIES SCHEDULED:	3	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	10.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date