

STATE AGENCIES

Utah State Archives

Parent Agency: Human Services
Child & Family Services Division

Agency: Department of Human Services. Division of Child and Family
Services (410)
195 North 1950 West
Salt Lake City, UT 84116
801-538-4100

Records Officer: Carol Miller

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

SERIES: 28594

2

TITLE: Informed Consent and Release of Liability requests files

DATES: 2006-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by providing information to those conducting background checks (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C)(iii)). These records include requests submitted to the agency by attorneys, adoption agencies, other state agencies, and individuals to inspect the Utah child abuse database for history regarding persons who have applied to adopt a child. Records include requester information and response letters containing the results of the child abuse database search.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(2)(d) 2014

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

SERIES: 28594

TITLE: Informed Consent and Release of Liability requests files

(continued)

SECONDARY CLASSIFICATION(S):

Public

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

SERIES: 28595

2

TITLE: Kinship background screening files

DATES: 2007-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

DESCRIPTION:

These records support the agency's function to provide safe substitute care with relatives for dependent, abused, neglected, and delinquent children (Utah Code 62A-4a-105(1)(b)(viii) (2014)). These records include applications from the Department of Human Services' Office of Licensing to have the background of potential guardians vetted, and subsequent information gathered during the screening process. Records may include potential guardian information, criminal history reports, child abuse registry reports, home studies, and related correspondence.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

These records are maintained in accordance with the Adam Walsh Act of 2006 (Public Law 109-248) and Utah Code 78A-6-307(10)(a) (2013).

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

SERIES: 28595

TITLE: Kinship background screening files

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 53-10-108 (1)(e); (4)(b) 2014

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

SERIES: 28598

2

TITLE: Live Scan authorization forms

DATES: 2007-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by conducting background checks on prospective foster or adoptive parents (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C) and Utah Code 78A-6-308(2)(b) (2012)). These forms document authorization for an FBI fingerprint background check as requested by the Office of Guardian ad Litem prior to the division's placement of a child in out-of-home care. Records may include personal information gathered about the applicant and their signed consent.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

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

SERIES: 28598

TITLE: Live Scan authorization forms

(continued)

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014

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

SERIES: 28596

2

TITLE: Out-of-state child abuse registry check (OSCAR)

DATES: 2007-

ARRANGEMENT: Alphabetical by applicant's surname

DESCRIPTION:

These records support the agency's function to provide safe substitute care for dependent, abused, neglected, and delinquent children (Utah Code 78A-6-308(3)(b and c) (2012)). These records contain information gathered from other states' child abuse registries regarding prospective foster or adoptive parents (Adam Walsh Child Protection and Safety Act of 2006, 42 USC 16961, Section 152(a)(1)(C)(i)). Records include requests to, and corresponding responses from, sister agencies in other states.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

Records must be kept in order to comply with the Adam Walsh Act which states that if a perspective foster/adoption parent has lived out of Utah within the last 5 years, then a child abuse registry check in every state where they have lived in the last 5 years is required.

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

SERIES: 28596

TITLE: Out-of-state child abuse registry check (OSCAR)

(continued)

PRIMARY CLASSIFICATION:

Private

Utah Code 63G-2-302(2)(d) 2014

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

SERIES: 28597

2

TITLE: Record request files from other states' agencies

DATES: 2010-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These records support the agency's function to protect children from abuse and sexual exploitation by providing information to those conducting background checks (Adam Walsh Act of 2006, 42 USC 16961, Section 152(a)(1)(C)). These records document records requests submitted to the agency by child protective service agencies from other states who have an open investigation on a family that previously lived in Utah. Records include the submitted request form and case file information provided in response.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

Record requests from the child protective service agencies of other states apply to their particular current investigations, which must be completed and closed within a specified time frame -- usually between 30 and 90 days. These records only need to be kept for the duration of the investigation because subsequent investigations require the submission of a new records request.

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

SERIES: 28597

TITLE: Record request files from other states' agencies

(continued)

PRIMARY CLASSIFICATION:

Protected Utah Code 63G-5-305(44) 2014; Utah Code 63G-2-206(1)(b)
2012

SECONDARY CLASSIFICATION(S):

Exempt. Federal Code 42 USC 16961, Section 152(a)(1)(C)(ii) 2006

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

NOVEMBER 28, 2014

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Human Services
Child and Family Services.5

TOTAL RECORD SERIES SCHEDULED:	5	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.00	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