

STATE AGENCIES

Utah State Archives

Parent Agency: Environmental Quality
Environmental Response

Agency: Department of Environmental Quality. Division of Environmental
Response and Remediation (1835)
195 North 1950 West
P.O. Box 144840
Salt Lake City, UT 84114-4840
801-536-4100

Records Officer: Elisa Smith

AGENCY: Department of Environmental Quality. Division of Environmental Response and Remediation

SERIES: 14851

2

TITLE: Underground storage tank records

DATES: 1989-

ARRANGEMENT: Alphabetical by owners last name, thereunder chronological by inspection date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records support the agency's function to protect the environment and public health from environmental hazards (Utah Code 19-1-201(2) (2012)). These records document the regulation of gasoline and other underground storage tanks to ensure that the tanks meet or exceed state regulations, and that they are removed or repaired if defective (Utah Code 19-6-403 (2012)). Information may include facility ownership and management information, inspection records, and correspondence.

RETENTION:

Retain 8 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 after removal of storage tank and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical and research value of these records, and the environmental impact concerning long term ground contamination.

AGENCY: Department of Environmental Quality. Division of Environmental Response and Remediation

SERIES: 14851

TITLE: Underground storage tank records

(continued)

PRIMARY CLASSIFICATION:

Public

Utah State Archives

Parent Agency: Health Department
Public Health Data

Agency: Department of Health. Center for Health Data and Informatics.
Office of Vital Records and Statistics (1266)
Center for Health Data
288 North 1460 West
Salt Lake City, UT 84114
801-538-6743

Records Officer: Kara Kummer

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28618

2

TITLE: Adoption registry

DATES: 1985-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-25 (1995)). These records document the requests of birth parents and adult adoptees to obtain identifying information about one another from the Utah mutual-consent, voluntary adoption registry (Utah Code 78B-6-144 (2012)). Records contain notarized applications for inclusion in the registry, certified copies of applicants' birth records, information about the adoption, and an electronic index.

RETENTION:

Retain 100 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 100 years or until digitized and input into database and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These files must be kept in conjunction with the corresponding sealed adoption files of the birth certificate, which also have a permanent retention. As a vital record these have permanent historical value.

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28618

TITLE: Adoption registry

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 26-2-22 (2012)

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28617

2

TITLE: Gestational carrier files

DATES: 2008-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formation for the legal purposes of the state's citizens (Utah Code 26-2-3 (2013)). These records document the determination by a court of the parentage of a child born to a surrogate mother (Utah Code 78B-15-807 (2008)). Records include the original birth certificate and the court order determining parentage according to the validated gestational agreement.

RETENTION:

Retain 100 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal
As a Vital Record, this is of permanent value.

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28617

TITLE: Gestational carrier files

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 26-2-22 (2012)

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28620

2

TITLE: Hemp extract registry

DATES: 2014-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to document the vital records and statistics of the residents of the state (Utah Code 26-2-3 (2013)). These records verify the appropriate issuance of hemp extract registration cards which allow those who suffer from intractable epilepsy to be treated with hemp extract (Utah Code 26-56-103 (2014)). Records may include hemp extract registry applications, neurologist certifications, physician evaluations, legal guardianship documentation, and proof of residency.

RETENTION:

Retain 25 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 or until input into the database and then transfer to State Records Center. Retain in State Records Center for 25 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical Legal

The issuance of hemp extract registration cards is required by Utah Code 26-56-103 (2014), and the maintenance of the database is required by Utah Code 26-56-103(8) (2014). Registration cards must be renewed annually, but the data is valuable for hemp extract research, as specified by Utah Code 26-56-103(9) (2014).

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28620

TITLE: Hemp extract registry

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 26-2-22 (2012)

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28621

2

TITLE: Report of birth files

DATES: 1999-

ARRANGEMENT: Chronologically by date of birth

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to document and certify the facts of births for the legal purposes of the state's residents (Utah Code 26-2-3 (2013)). These records register births that occur outside of a birthing facility and are used to create birth certificates and to prevent and investigate the creation of fraudulent birth certificates (Utah Code 26-23-5 (1995)). Records include the Report of Birth form, physician and newborn care worksheets, and forms to obtain a birth certificate for the child.

RETENTION:

Retain 100 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records document the registration process for recording births outside of a birthing facility and are kept to prevent fraudulent birth certificates.

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28621

TITLE: Report of birth files

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 26-2-22 (2012)

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28623

2

TITLE: Witness protection files

DATES: 1976-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to provide suitable documents to enable a person in the witness protection program to establish a new identity (Witness Protection Act, 18 USC 224-3521 (1982)). These records document the issuance of a new birth certificate for persons under witness protection and include the original birth certificate, the new birth certificate, and court records authorizing the changes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

Administrative Historical Legal

The Witness Protection Act of 1982 requires that the Attorney General "provides suitable documents to enable the person to establish a new identity or otherwise protect the person" (Witness Protection Act, 18 USC 224-3521 (1982)). These records document that action and, as vital records, have historical value.

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28623

TITLE: Witness protection files

(continued)

PRIMARY CLASSIFICATION:

Exempt Utah Code 26-2-22 (2012)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

DECEMBER 26, 2014

AGENCIES SUBMITTING RECORD SERIES

AGENCY

NUMBER OF
RECORD SERIES

STATE AGENCIES

Environmental Quality
Environmental Response. 1

Health Department
Health Vital Records. 5

TOTAL RECORD SERIES SCHEDULED:	6	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	2.00	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