

Retention and Classification Report

Agency: Department of Health and Human Services. Office of Children with Special Healthcare Needs
195 North 1950 West
Salt Lake City, UT 84116
801-273-2800

Records Officer: Alexis Weight

31315 Adult provider database - provider survey

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Chief Administrative Officer (print)


Noel Taxin (Oct 21, 2025 13:51:41 MDT)

Signature

Title

10/21/2025

Date

Utah State Archives

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 31315

TITLE: Adult provider database - provider survey

DATES: 2025-

ARRANGEMENT: Alphanumeric by record ID.

DESCRIPTION:

These records are used to create provider directory listings within the Children with Special Health Care Needs (CSHCN) provider/resource database. Information includes provider/practice name, phone number, address, county, website, insurance accepted, languages spoken, disability accommodations provided, comfort working with neurodiverse or adults with special health care needs, and other open text comments. See U.S. Code 42 U.S.C. Sections 701-709, and Utah Code 26B-8-402. Privacy annotation: Purpose personal data is collected, maintained, or used: These records are used to create provider directory listings within the CSHCN Provider/Resource Database. List of personal data: provider name, address, phone number, open text comments Legal authority for collecting, keeping, or using personal data: Utah Code 26B-8-402, and 63G-2-2.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years after final action.

APPRAISAL:

These records have administrative value(s).

Utah State Archives

AGENCY: Department of Health and Human Services. Office of Children with Special Healthcare Needs

SERIES: 31315

TITLE: Adult provider database - provider survey

(continued)

PRIMARY DESIGNATION:

Public Utah Code 26B-8-402 (2023), and 63G-2-201(2) (2025)