

STATE AGENCIES

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: 81489

2

TITLE: Certified record and research requests

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 108.00 cubic feet.

DESCRIPTION:

These records support the agency's function to document, preserve, certify, and appropriately provide access to the facts of births, deaths, and family formation for residents of the state (Utah Code 26-2-22(4) (2012)). These records document Internet, postal, or in-person requests for a certified copy of a vital record or for researched statistical data, and the agency's response to each request. Records may include information about the requester and their relationship with the certificate holder, fee payments, actions taken, and certificates returned as undeliverable mail.

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 Fiscal

A random sample of all completed requests is taken semiannually and audited annually.

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

SERIES: 81489

TITLE: Certified record and research requests

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 16766

2

TITLE: Monthly report of informed consent material use

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to document and report the facts of induced abortions for residents of the state. These reports are submitted to the agency by facilities that perform abortions in order to document the number of women who receive informed consent publications prior to undergoing an abortion (Utah Code 76-7-305.7 (2013)). Records include information about the facility, the number of abortions performed, and the number of patients who chose to view the informed consent materials.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy provided the annual report has been compiled.

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 provided the annual report has been compiled.

APPRAISAL:

Administrative

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

SERIES: 16766

TITLE: Monthly report of informed consent material use

(continued)

PRIMARY CLASSIFICATION:

Public

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

Health Department
Health Vital Records. 2

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	108.00	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