

Retention and Classification Report

The retention schedule(s) for the record series listed below have been examined and approved for submission to the Utah Records Management Committee.

Record Series #31426: Communicable disease outbreak files

Entity: Department of Health and Human Services. Division of Population Health. Office of Communicable Diseases

Records Officer: Emily Owens

Record Series #31427: Non-positive communicable disease events

Entity: Department of Health and Human Services. Division of Population Health.

Records Officer: Emily Owens

Chief Administrative Officer (print)

Title

Signature

Date



AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Communicable Diseases

SERIES: 31426

TITLE: Communicable disease outbreak files

DATES: 1981-

ARRANGEMENT: Database.

DESCRIPTION: When investigating events of communicable diseases in Utah, the Office of Communicable Diseases identifies outbreaks and links together information from connected events into outbreak files. These outbreak files can include additional information not associated with any individual cases or events. Outbreak data is also sometimes stored within case files, but has broader relevance. This series covers that data, anything in the outbreak file that is not in a case file, or in an outbreak-associated case file with relevance to the outbreak.

See Utah Code 26B-1-202(2)(y,aa-dd) (2025), 26B-8-402 (2023), and Utah Administrative Code R386-702 (2024).

Records include outbreak investigation information, including: case-contact information, facility information, workplace information; non-clinical specimen test results, clinical test results not included in a case file; legal records if applicable; investigation notes and analyses

Privacy annotation:

List of personal data included: demographic, contact, and sometimes clinical information not otherwise included in case files.

Purpose personal data is collected, maintained, or used: Investigation, disease surveillance, intervention, contact tracing, research, reporting to public health authorities, and fulfilling legal obligations if applicable.

Legal authority for collecting, keeping, or using personal data: See above.

RETENTION

Retain permanently

DISPOSITION

May Transfer to Archives.

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 permanently and then transfer to State Archives with authority to weed.

Paper: Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL

Administrative Historical Legal

Utah Administrative Code R386-702. These records are historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues. They also provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment, and contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION

Exempt. Utah Code 26B-7-217 through -220



division of
**Archives and
Records Service**

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health

SERIES: 31427

TITLE: Non-positive communicable disease events

DATES: 1981-

ARRANGEMENT: Database.

DESCRIPTION: The Division of Population Health monitors diseases and other conditions that may threaten the health of Utahns. To accomplish this, healthcare providers report certain disease information electronically. For some conditions, negative, equivocal, or indeterminate test results are reportable and used for data analysis after the removal of identifying information about the patient. The records in this series are those original reports sent from healthcare providers.

See Utah Code 26B-1-202(2)(y,aa-dd) (2025), 26B-8-402 (2023), and Utah Administrative Code R386-702 (2024).

Information includes medical test results, date, geographic data.

Privacy annotation: These records do not contain personal data.

RETENTION

Retain for 18 month(s)

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 18 months after receipt of report and then delete.

APPRAISAL

Administrative

PRIMARY DESIGNATION

Exempt. Utah Code 26B-7-217 through -220

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About

The purpose of the Archives is to preserve and provide access to records of permanent value, and assist agencies with records management needs.