

## 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  
Center for Health Data  
288 North 1460 West  
Salt Lake City, UT 84114  
801-538-6743

**Records Officer** Kara Kummer

81489 Certified record and research requests  
16766 Monthly report of informed consent material use

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in February 2015.

  
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Nova Dubovik  
Executive Secretary  
State Records Committee

  
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Patricia South  
Chair, State Records Committee

Date: 2/12/15

## Utah State Archives

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

**SERIES:** 81489

**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.

Computer data files: Retain in Office for 6 months and then delete.

**APPRAISAL:**

Administrative Fiscal

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

**RETENTION JUSTIFICATION:**

The retention is changing from 90 days to 6 months at the request of the auditor.

## Utah State Archives

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.

## Utah State Archives

**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

**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

The retention is changing from 90 days to 6 months at the request of the auditor.

## Utah State Archives

**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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2015.