

STATE AGENCIES

Utah State Archives

Parent Agency: Alcoholic Beverage Commission
Alcoholic Beverage Control

Agency: Department of Alcoholic Beverage Control (4)
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130
801-977-6800

Records Officer: Vera Pitt

AGENCY: Department of Alcoholic Beverage Control

SERIES: 81108

3

TITLE: Digital video surveillance

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to regulate the sale of alcoholic products (Utah Code 32B-1-103 (2010)). This surveillance footage documents all activity that occurs in an agency-owned store. Incidents of greater concern to the agency are kept in series 81109.

RETENTION:

Retain 3 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.

Video recordings master: Retain in Office for 3 months and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

This retention is based on Requirements 9.1.1c of the Payment Card Industry(PCI) Data Security Standard, v3.1 updated April 2015.

PRIMARY CLASSIFICATION:

Exempt Utah Code 63G-2-106(2008)

Utah State Archives

Parent Agency: Health Department
Family Health and Preparedness

Agency: Department of Health. Bureau for Children with Special Health
Care Needs (479)
44 North Mario Capecchi Drive
Salt Lake City, UT 84114
801-538-6161

Records Officer: Heidi Rocco

AGENCY: Department of Health. Bureau for Children with Special Health Care Needs

SERIES: 26721

2

TITLE: Utah Birth Defect Network case files

DATES: 1994-

ARRANGEMENT: Chronological by birth year, thereunder by case number.

DESCRIPTION:

These records support the agency's function to operate a statewide system to monitor the occurrences of major structural birth defects. These records document instances of birth defects in the state as defined by R398-5-2 (2015). Information includes type of birth defect, reporting health care provider, and personal identifiable information (PII).

RETENTION:

Retain 35 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 5 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 35 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records are of historical value to the agency and researchers as they contain longitudinal research data used to assess risk factors for birth defects and analyze the effectiveness of prevention programs.

This retention is based on Requirements 9.1.1c of the Payment Card Industry(PCI) Data Security Standard, v3.1 updated April 2015.

AGENCY: Department of Health. Bureau for Children with Special Health Care Needs

SERIES: 26721

TITLE: Utah Birth Defect Network case files

(continued)

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(1)(b)(2014)

SECONDARY CLASSIFICATION(S):

Controlled. Utah Code 63G-2-304(1)(2008)

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: 28666

2

TITLE: Acknowledgment of paternity registry

DATES: 1970-

ARRANGEMENT: Numerical by registry number

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formations. Records document the birth father's submission of the notice of commencement of paternity proceedings which entitles him to be notified if an adoption commences. Records are used to acknowledge and determine legal parental rights for custody of the child (78B-15-402(2008)). Information includes identifiable information for the birth father and mother, facts of birth as known, notarized signature of the birth father, and other information as stated in Utah Code 78B-15-404(2008).

RETENTION:

Retain 3 years.

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 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative Legal

These records protect and provide legal evidence of a birth father's parental rights (Utah Code 78B-15-402(2008)).

RETENTION JUSTIFICATION:

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

SERIES: 28666

TITLE: Acknowledgment of paternity registry

(continued)

Proposed retention is based on administrative need of the agency. Any information that may be needed after 3 years would be captured elsewhere, such as a court adoption proceeding.

PRIMARY CLASSIFICATION:

Exempt Utah Code 78B-15-405(2008)

Utah State Archives

Parent Agency: Transportation Department
Region 4

Agency: Department of Transportation. Region Four (2466)

210 W 800 S
Richfield, UT 84701
(435)893-4700

Records Officer: Christine Newman

AGENCY: Department of Transportation. Region Four

SERIES: 28687

2

TITLE: Price office Right of Way project records

DATES: 1920-

ARRANGEMENT: Alphanumeric by project number

DESCRIPTION:

These records support the agency's function to plan, develop and maintain state transportation systems (Utah Code 72-1-201 (2013)). These records document both the acquisition of property for the purpose of Right of Way (ROW) projects and the sale of surplus parcels of land after project completion. Right of Way plans, and design plan sets may also be included as part of the records. Information may include a description of the property, property appraisal, offer to purchase, statement of compensation, copies of contracts, agent log, payment closing statement, maps, and plats.

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 6 months and then transfer to State Records Center provided they have been scanned. Retain in State Records Center for 294 months and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Compact disc: Retain in Office for 6 years and then destroy.

AGENCY: Department of Transportation. Region Four

SERIES: 28687

TITLE: Price office Right of Way project records

(continued)

APPRAISAL:

Administrative Historical

These records have historical value as they indicate the construction of highways and will be of permanent value to the department and historical researchers. Utah Code 72-6-103 (1998) requires that the agency furnish plans for bridges and road construction to local highway authorities.

Proposed retention is based on administrative need of the agency. Any information that may be needed after 3 years would be captured elsewhere, such as a court adoption proceeding.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. Utah Code 63G-2-305(11,12)(2014)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

APRIL 10, 2015

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Alcoholic Beverage Commission
Alcoholic Beverage Control. 1

Health Department
Children's Special Health Care. 1
Health Vital Records. 1

Transportation Department
Transportation Region 4. 1

TOTAL RECORD SERIES SCHEDULED:	4	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.00	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