SCHEDULE 1
CHILD AND FAMILY SERVICES

CLIENT CASE FILES (Item 1-1)

These are complete case histories of clients receiving services provided in or through a division office. Case files are used to monitor what type of services have been or need to be provided. Records document services provided, counseling, evaluations and other pertinent information provided by the caseworker.

RETENTION
Retain for 50 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

SUGGESTED SECONDARY CLASSIFICATION
Controlled: UCA 63G-2-304(2008)

FAMILY CASE RECORDS (Item 1-34)

These are complete case histories created to monitor services needed and provided to families by a division office. Records include family assessments, studies, counselings, evaluations, family preservation plans, family reunification plans, and other information deemed pertinent by the caseworker.

RETENTION
Retain for 50 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION
Private.

SUGGESTED SECONDARY CLASSIFICATION
Controlled: UCA 63G-2-304 (2008)

FOSTER PARENT PROVIDER ELIGIBILITY FILES (Item 1-27)

These records document information gathered by staff regarding foster parents who are providing services to children in out-of-home care. Records are used to disperse payments as well as determine potential foster parents eligibility for foster care licensure and ability to provide for the needs of children in their care. Records include agreements, trainings, licenses, case worker's notes, and related information.

RETENTION

Retain for 50 years and then destroy.

SUGGESTED PRIMARY CLASSIFICATION

Private.

SUGGESTED SECONDARY CLASSIFICATION

Controlled: UCA 63G-2-304 (2008).
Public: UCA 63G-2-103 (2008).