

# Utah State Archives

**Parent Agency:** Governor  
Economic Development

**Agency:** Governor. Office of Economic Development

60 E South Temple  
Third Floor  
Salt Lake City, UT 84111  
801-538-8860

**Records Officer** Alicia Ryans

28800 Audit work papers

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 2016.

  
\_\_\_\_\_  
Nova Dubovik  
Executive Secretary  
State Records Committee

  
\_\_\_\_\_  
Patricia D. Miller  
Chair, State Records Committee

Date: 2/11/2016

## Utah State Archives

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 28800

**TITLE:** Audit work papers

**DATES:** 1980-

**ARRANGEMENT:** Numerical by project number

**DESCRIPTION:**

These records support the agency's function to evaluate the effectiveness of programs and operations administered by the agency in order to facilitate economic development in the state (Utah Code 63N-1-201(3) (2015)). Records are collected during the course of performing audits and substantiate the findings of the audit. Information may include financial records, feedback from agency staff members, and related correspondence.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

Administrative

**RETENTION JUSTIFICATION:**

10-year retention period is requested by agency's auditor. Office of the State Auditor has a similar series (9412) with the same retention.

## Utah State Archives

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 28800

**TITLE:** Audit work papers

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(10 and 16)(2015)

**SECONDARY DESIGNATION(S):**

Public

# Utah State Archives

**Parent Agency:**

**Agency:** Department of Human Services

Administration Building  
195 North 1950 West  
Salt Lake City, UT 84116  
801 538-4001

**Records Officer** Ann Williamson

31392 CLIENT CASE FILES  
21935 FAMILY CASE RECORDS  
31458 FOSTER PARENT PROVIDER ELIGIBILITY FILES

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 2016.

  
\_\_\_\_\_  
Nova Dubovik  
Executive Secretary  
State Records Committee

  
\_\_\_\_\_  
Chair, State Records Committee  
Date: 2/11/16

## Utah State Archives

**AGENCY:** Department of Human Services

**SERIES:** 31392

**TITLE:** CLIENT CASE FILES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

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.

**FORMAT MANAGEMENT:**

**APPRAISAL:**

Administrative Legal

This disposition is based on 42 CFR 455.105 (1990), which specifies that these records be retained for a minimum of five years.

10-year retention period is requested by agency's auditor. Office of the State Auditor has a similar series (9412) with the same retention.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304(2008)

## Utah State Archives

**AGENCY:** Department of Human Services

**SERIES:** 21935

**TITLE:** FAMILY CASE RECORDS

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

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.

**FORMAT MANAGEMENT:**

10-year retention period is requested by agency's auditor. Office of the State Auditor has a similar series (9412) with the same retention.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008)

## Utah State Archives

**AGENCY:** Department of Human Services

**SERIES:** 31458

**TITLE:** FOSTER PARENT PROVIDER ELIGIBILITY FILES

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

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.

**FORMAT MANAGEMENT:**

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

10-year retention period is requested by agency's auditor. Office of the State Auditor has a similar series (9412) with the same retention.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. UCA 63G-2-304 (2008).

Public. UCA 63G-2-103 (2008).

# Utah State Archives

**Parent Agency:** Labor Commission  
Labor/Anti-Discrimination

**Agency:** Labor Commission. Labor and Anti-discrimination Division

160 East 300 South, 3rd Floor  
P.O. Box 146630  
Salt Lake City, UT 84114-6630  
801-530-6921

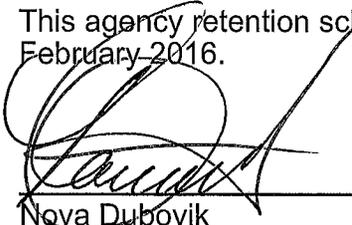
**Records Officer** Sara Danielson

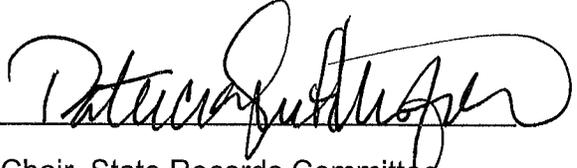
28757 Employment of minors investigation file

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 2016.

  
\_\_\_\_\_  
Nova Dubovik  
Executive Secretary  
State Records Committee

  
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Patricia Justus  
Chair, State Records Committee

Date: 2/11/2016

## Utah State Archives

**AGENCY:** Labor Commission. Labor and Anti-discrimination Division

**SERIES:** 28757

**TITLE:** Employment of minors investigation file

**DATES:** 1965-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These records support the division's function to enforce the Employment of Minors Act (Utah Code 34-23-101 (1992)) Records document the investigation of businesses suspected of employing minors in violation of the Act. Information includes details of the investigation and the final decision.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**FORMAT MANAGEMENT:**

All Formats: Retain in Office for 10 years after case is closed and then destroy.

**APPRAISAL:**

Administrative

**RETENTION JUSTIFICATION:**

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(10)(a)&(d),(18),(51)(2015)