

# Transmittal records (GRS-2581)

## Utah General Retention Schedule

### Description

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

Division of Family Support

### Effective

09/1995

### Previous Schedule Number

SG-5(1116)-15