

Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Accounting Operations (22)
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Records Officer: _____

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AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8357

3

TITLE: ADABAS vouchers payable daily totals report

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This is a report of payments for all vouchers made on a monthly basis. It is used to balance the Daily Totals Report taken from the Month's End History File of Paid Vouchers. This is part of Vouchers Payable Data System. Includes the daily totals of the amounts paid to each vendor.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1986

FORMAT MANAGEMENT:

Computer data files: Retain in Office until no longer administratively valuable and then delete.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8383

3

TITLE: Cancelled warrants reports

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is a hard copy of all cancelled checks processed in the daily batch of warrants. It serves as a source of reference for the system's users and operators. This document includes the voucher number, the department number, the vendor number, the warrant number, and the total amount credited.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then file with appropriate input document which relates.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8370

3

TITLE: Extradition costs and payments for case files for fugitives returned from outside Utah

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This record shows the cost of each extradition and is used as a source of billing for the cost of extradition. Costs will only be collected if the judge orders the offender to reimburse the state as a requirement of his parole or probation. Costs are not recouped while the offender is imprisoned. It is an accounts receivable file. All payments received from offenders are credited to their account during the first year payment begins. After the first payment, all payments are credited to the general fund. This record includes a copy of the extradition warrant from the governor, copies of all travel expense vouchers, a summary of total costs, and a payment ledger for the current year.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the first payment and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This series does not have any historical value with the exception of the governor's warrant. A copy of the warrant is kept in the governor's office. Essentially, this record is treated as an accounts receivable file even though no activity occurs in it after the end of the fiscal year.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8370

TITLE: Extradition costs and payments for case files for fugitives returned from outside Utah

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82261

3

TITLE: FICA refund register

DATES: 1984-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

In 1984 the State made refunds to state employees of FICA withheld on sick leave. Then when a person retires the federal is taking that money back out of the social security benefit.

RETENTION:

Retain for 56 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 56 years or until retirement of all 1984 employees and then destroy.

Computer data files: Retain in Office for 56 years after retirement of all 1984 employees and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2024.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30776

3

TITLE: FINET payment tracking report records

DATES: 2014-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records contain FINET check register reports, nightly cycle reports, monthly cycle reports, and agency monthly reports. These records contain information on the budget, grants, payroll, revenue expenses, accounting reports, and bank reconciliations.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8386

3

TITLE: FINET quality assurance records

DATES: 2012-

ARRANGEMENT: Chronological by year of project; thereunder by name of project.

DESCRIPTION:

This series contains the records necessary for testing FINET. The records included FINET change requests, test plans, test files, test result cases, unit testing, and other supporting documentation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30777

3

TITLE: FINET reports that are not payment tracking

DATES: 2014-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records contain reports generated by FINET cycle processes that are not related to payment tracking. This includes the trial balance report and the statement of revenues and expenditures by fund.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-205(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30767

3

TITLE: FINET to bank reconciliation records

DATES: 2014-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records contain daily FINET payment tracking system (PTS) cycle and reconciliation reports, and the FINET payment tracking reports. These records also contain the check registers, system assurance jobs, reconciliation, mismatch reports, and other records used to track fund transfers. They are used to reconcile fund transfers in FINET and bank accounts.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30768

3

TITLE: Finance help desk records

DATES: 2018-

ARRANGEMENT: Database

DESCRIPTION:

These records document interactions between Finance help desk staff and FINET users in Zoho, a ticketing system. These records include communication about common problems in FINET, FINET troubleshooting, FINET system issues, supporting documentation, and other miscellaneous finance questions.

RETENTION:

Retain for 3 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

AUTHORIZED: 11-27-2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years or until administrative need ends, whichever is less, and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30768

TITLE: Finance help desk records

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12) (2023)

Private. Utah Code 63G-2-302(2)(d) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30775

3

TITLE: Finance support knowledge base

DATES: 1996-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records contain the Finance support knowledge base and supporting documentation. The knowledge base is a user guide that contains instructions for completing tasks and troubleshooting in FINET and Data Warehouse systems.

RETENTION:

Retain for 4 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

AUTHORIZED: 01-28-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30771

3

TITLE: Finance system access and security records

DATES: 2010-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

These records contain the FISA 8 forms completed by users requesting access to FINET, the FISA 9 forms completed by users requesting access to the Finder system, and other system access and security records.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82288

3

TITLE: Finder system files

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The finder system is a process through which qualifying agencies submit outstanding debts to be offset against individual income tax refunds. Information includes the system files, administrative offset match sheets, lists of payments, releases, action payment reports, administrative offset sequence reports, and court writs of garnishment for payments intercepted.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82288

TITLE: Finder system files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82244

3

TITLE: Forgery affidavits

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are legal documents completed by consumers who became victims of identity fraud. Record includes itemized lists of items forged, and documentation stating the victim did not receive proceeds from the crime.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 4 years after case is closed and then destroy.

Computer data files: Retain in Office for 4 years after case is closed and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This retention is based on UCA 76-1-302.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82244

TITLE: Forgery affidavits

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30772

3

TITLE: Functional process assessment records

DATES: 2023-

ARRANGEMENT: Chronological by fiscal year, thereunder by feature name.

DESCRIPTION:

These records contain the documentation for system feature enhancements; they are early planning and need assessments for new functional processes. These records include documentation of pain point and efficiency opportunity discovery, need analysis, decision trees, design plans, and proof of concept.

RETENTION:

Retain until superseded or obsolete or for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years or until superseded, whichever is greater and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30774

3

TITLE: Internal exchange transaction rejection processing records

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain a list of internal exchange transactions (IET's) that have been rejected, and the actions taken to resolve them.

RETENTION:

Retain for 3 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

AUTHORIZED: 11-27-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until administrative need ends, whichever is less, and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8363

3

TITLE: Operations guides for financial data processing programs

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This guide explains in detail how to use the system. It shows how data should be entered and what steps are necessary to start processing the data. It indicates the frequency that all reports or output should be run and what the distribution is on the output. It also describes how to recover data in case any information is lost during an operation. This is part of Vouchers Payable Data System. This guide includes an index, a system description and a flow chart, input/ output steps, operations procedures, and a detailed description of each function the computer performs.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after system becomes obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30766

3

TITLE: Payroll error temporary processing records

DATES: 1998-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain a list of payroll errors and the actions taken to resolve them.

RETENTION:

Retain for 3 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

AUTHORIZED: 11-27-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until administrative need ends, whichever is less, and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(a) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82293

3

TITLE: Petty cash files

DATES: 1983-

ARRANGEMENT: alphabetical by agency

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files include requests for new funds and increases in existing petty cash funds, approvals from the Director of Finance, warrant requests for starting funds, petty cash requests to replenish funds and custodian cards.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 3 years after fund is dissolved and then destroy.

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 82293

TITLE: Petty cash files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8373

3

TITLE: Post-audit report for vouchers payables

DATES: 1985-

ARRANGEMENT: None

DESCRIPTION:

This report lists the paid documents which are subject to a post-audit. This is used to verify that the agency is complying with the policy and procedures for payment of warrant requests. This report includes a listing by voucher number, vendor name, the amount of the warrant, the department reference number, and the batch number that the warrant requests was processed in.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based on the state auditor's Management Letter, number 85-19, December 9, 1985.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8373

TITLE: Post-audit report for vouchers payables

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8462

3

TITLE: Returned warrants

DATES: 1985-

ARRANGEMENT: undated

DESCRIPTION:

These are non-redeemed warrants which have either been returned to Finance by an individual or have been returned through the mail. This record includes Warrants for Expenditures, Payroll, and tax refunds. It also includes payee's name, salary and salary withholdings (taxes and deductions), and tax information (FICA, income tax).

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8492

3

TITLE: Social security agency's investigation and endorsement files for government employers contributing to the Social security system

DATES: 1951-

ARRANGEMENT: None

DESCRIPTION:

This is the Social Security Agency's record of its verification that a government entity submitting a request for enrollment into the Social Security system is actually a jurisdictional entity created by law. Staff personnel use it for reference and periodically update or delete records within the file. This record includes documentation showing the legal creation of the agency, plans and agreements with the Social Security Administration, SSA approval, addenda to the contract between the agency and the SSA, and other supporting documentation.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have administrative, and/or historical value(s).

This is a permanent record that must be maintained in the administrator's office as long as an employer is current or inactive so that expungements of outdated records can be

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8492

TITLE: Social security agency's investigation and endorsement files for government employers contributing to the Social security system

(continued)

performed and that current records can be updated.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 18674

3

TITLE: Tax bulletin code

DATES: 1970-

ARRANGEMENT: Numerical by bulletin number.

DESCRIPTION:

After the legislative session is concluded the Division of Finance compiles this bulletin showing tax rule changes. It breaks down the changes in the Utah Code to each department and division activities.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in Archives permanently.

APPRAISAL:

These records have historical value(s).

This series has historical value as it documents significant changes in the Utah Code.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8481

3

TITLE: Tax refund warrant requests transaction tape

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

This is the input tape used for creating a warrant. This is used to request the Division of Finance to pay individuals what is owed to them in taxes that individuals have overpaid to the State of Utah. The information on these warrants includes payee's name and address, amounts owed, and the Tax Commission Reference Number (ICN). This is part of the Tax Refund System.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 7 years after no longer administratively valuable and then erase.

Microfilm master: Retain in Archives for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 8481

TITLE: Tax refund warrant requests transaction tape

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30773

3

TITLE: Training materials

DATES: 2018-

ARRANGEMENT: Alphabetical by training topic.

DESCRIPTION:

These records contain the training materials and the documents used to create training materials. They include mass communication mailers, graphics, assets, training content, training videos, quick reference guides, and walk-throughs.

RETENTION:

Retain for 4 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

AUTHORIZED: 01-28-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30770

3

TITLE: Zoho system new user reports

DATES: 2018-

ARRANGEMENT: Chronological by calendar year.

DESCRIPTION:

These records report new users who have accessed Zoho. These reports are used to update user information in Zoho.

RETENTION:

Retain for 3 year(s) or until administrative need, whichever is less

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

AUTHORIZED: 11-27-2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years or until administrative need ends, whichever is less, and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d) (2023)

AGENCY: Department of Government Operations. Division of Finance. Accounting Operations

SERIES: 30769

3

TITLE: Zoho ticketing system analytical reports

DATES: 2018-

ARRANGEMENT: Database

DESCRIPTION:

These records contain analytical reports of the Finance help desk staff responses to user help requests submitted via the Zoho ticketing system.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public