

Retention and Classification Report

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

08354	ADABAS vendor payment transaction tapes
08356	ADABAS voucher payable account distribution data
08357	ADABAS vouchers payable daily totals report
08355	ADABAS vouchers payable information
08504	Annual contributions report
08378	Cancelled or replaced warrants
08383	Cancelled warrants reports
15238	Cash reconciliation monthly reports
08457	Chapter 13 bankruptcy court accounting files on State employ
18684	Check registers
05992	Contracts
03627	Contracts register
08474	Corrections to outstanding check listing
08495	Daily input transaction file
08464	Daily input transaction files
08486	Debtor/garnishment history tape file
08485	Debtor/garnishment identification master tape file
08369	Deposits with the treasurer
08501	Employer social security wage and contributions master file
08503	Exception and error listing
08370	Extradition costs and payments for case files for fugitives
08389	FICA cross-check register
82261	FICA refund register
30776	FINET payment tracking report records
08386	FINET quality assurance records
30777	FINET reports that are not payment tracking
30767	FINET to bank reconciliation records
30768	Finance help desk records
30775	Finance support knowledge base
30771	Finance system access and security records
82288	Finder system files

82244	Forgery affidavits
30772	Functional process assessment records
08458	Garnishments of wages or levies of state employees
18671	Income tax refund checks
30774	Internal exchange transaction rejection processing records
08382	Log file of cancelled payroll warrants
82161	Log of hand typed warrants
08459	Lost warrant affidavit files
08363	Operations guides for financial data processing programs
08372	Out of state travel authorizations
30766	Payroll error temporary processing records
82293	Petty cash files
08373	Post-audit report for vouchers payables
17448	Reconciliation annual report
08387	Register of contracts
84383	Reimbursement files
08462	Returned warrants
82258	Signature cards current/non-current
08492	Social security agency's investigation and endorsement files
08502	Social security register of employers
08497	Social security's copy of the deposit to the treasurer report
19239	State Travel Itineraries
08388	Statement of benefits paid to reimbursement claimants
08477	System guide
18674	Tax bulletin code
08484	Tax refund update transaction tape
08481	Tax refund warrant requests transaction tape
30773	Training materials
05991	Travel monitoring report
08506	User's guide
08384	User's guide (warrant cancellation system)
08476	User's guide (warrant reconciliation system)
08508	Utah social security system programs
08337	Vendor contracts (agency copy)
08358	Vendor payment summary by month
82259	Wage garnishment register
84384	Warrant requests
84383	Reimbursement files
84384	Warrant requests

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

SERIES: 8354

3

TITLE: ADABAS vendor payment transaction tapes

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

These tapes are used to update the ADABAS Vendor Payment Information file and the ADABAS Voucher Payable Account Distribution Data file. This is a daily transaction. This is part of Vouchers Payable Data System. This system includes all the data transferred from the warrant request plus the warrant number and the warrant date.

RETENTION:

Retain for 45 day(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 magnetic storage media: Retain in Tape Library for 45 days and then erase.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8356

3

TITLE: ADABAS voucher payable account distribution data

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This is an on-line reference file which allows an agency to make inquiries and produce reports in many different formats about the status of their accounts payable and to what account each vendor has been charged to. This is part of Vouchers Payable Data System. This file includes vendor number, voucher number, purchase order/ contract number, department reference number, vendor name warrant number, and warrant date.

RETENTION:

Retain for 18 month(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 for 18 months and then erase.

APPRAISAL:

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

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: 8355

3

TITLE: ADABAS vouchers payable information

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This is an on-line reference file which allows an agency to make inquiries and produce reports in many different formats about the status of their payments to vendors. This is part of Vouchers Payable Data System. This file includes vendor number, voucher number, purchase order/ contract number, department reference number, vendor name warrant number, and warrant date.

RETENTION:

Retain for 18 month(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 for 18 months and then erase.

APPRAISAL:

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

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

SERIES: 8504

3

TITLE: Annual contributions report

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is the annual report that provides totals of Social Security contributions sent to the Social Security Administration. This report includes the totals of Social Security wages by employer and by IRS employer number with subtotals for each page and totals for the entire year.

RETENTION:

Retain for 5 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 3 years 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 information is used for audits and has the same retention requirements as the Deposits to the Treasurer.

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

SERIES: 8378

3

TITLE: Cancelled or replaced warrants

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

Records from which payments issued from FINET (the State's accounting system) are either canceled or canceled and replaced. These documents contain the warrant number, amount, date and other identifying information along with a record of the person authorizing the action requested to the Division of Finance.

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:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

This retention is based on the same retention requirements for warrant history records and redeemed warrants. Previous decision: RDR 67-04: 5 years.

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

SERIES: 8378

TITLE: Cancelled or replaced warrants

(continued)

PRIMARY DESIGNATION:

Public

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: 15238

3

TITLE: Cash reconciliation monthly reports

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These reports are the monthly overall cash reconciliation to the state accounting system (FI-NET) and the payment tracking system (PTS), through which most payments from the state are issued.

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: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal needs of the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008).

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

SERIES: 8457

3

TITLE: Chapter 13 bankruptcy court accounting files on State employees

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

These records provide documentation support for the withholding of pay on a one time basis or over a period of time. A copy of this is sent to the IRS and the bankruptcy courts. These records include bankruptcy order, the individual's name, a ledger showing each check number issued by the state to the court where payment to the creditor is processed, and how much of that check total should be dedicated to the individual's debt.

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 3 years and then destroy.

APPRAISAL:

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

This is an administrative document only and is kept beyond the current year for audit purposes only.

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

SERIES: 8457

TITLE: Chapter 13 bankruptcy court accounting files on State employees

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 18684

3

TITLE: Check registers

DATES: 1978-

ARRANGEMENT:

DESCRIPTION:

Documentation used to input data about cancelled warrants. The information is used to ensure that funds are accurately credited to proper agency Financial Information Network (FI-NET) accounts.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Records Center for 7 years after Navajo Trust Fund case resolved. and then destroy.

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

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

SERIES: 18684

TITLE: Check registers

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

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

SERIES: 5992

3

TITLE: Contracts

DATES: 1961-

ARRANGEMENT: None.

DESCRIPTION:

This is an incomplete collection of all agency contracts in effect between the state and private vendors. Contracts include maintenance contracts, procurement contracts, and facility contracts. These have been approved by the Division of Finance and the Attorney General's Office. The individual agencies also maintain a copy. This record includes correspondence, price lists, bid proposals, equipment service reports, invoices, description of materials and services provided, unit costs and letters of authorization from the Attorney General's Office.

RETENTION:

Retain for 6 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: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration or final payment and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This retention is based on the GAO's Comprehensive Schedule 012-14a and 14b, and UCA 78-11-23 and 70A-2-725.

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

SERIES: 5992

TITLE: Contracts

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

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

SERIES: 3627

3

TITLE: Contracts register

DATES: 1959-

ARRANGEMENT: None.

DESCRIPTION:

This is a reference index for contract numbers and contractors. It records the status for contract submittal and approval. This record includes the date of contract, contractor's name, contract number, department with which the contract was signed, description of the contract, the date the contract was received in the Finance Department, a notation indicating it had been approved by the Attorney General's Office, and the date it had been recorded and distributed.

RETENTION:

Retain for 5 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after termination of contract and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 3627

TITLE: Contracts register

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

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

SERIES: 8474

3

TITLE: Corrections to outstanding check listing

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

This information is sent to Finance from the State Treasurer's Office. It shows any corrections on checks being cashed and gives the Warrant Reconciliation System the necessary information to make the appropriate corrections. It includes errors in check amounts with the correct amount and any errors in check numbers with the correct numbers.

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:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

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

SERIES: 8495

3

TITLE: Daily input transaction file

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

It is used to list the Deposit to the Treasurer report, to produce the Daily Recap Report, and to update the Contributions Master file. After updating the Contributions Master file, it is added to the Accumulated Monthly Transaction file. It is purged before the next day's work. This file includes the Wage and Contribution Report (DF 14), Wage and Contributions Adjustment (W-2c and W-3c) Reports, interest payments accumulations, and reversal transactions.

RETENTION:

Retain for 5 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 data files: Retain in Office for 1 day and then transfer to Accumulated Monthly Transaction file.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This appraisal information is based on the retention guidelines set forth in CFR 20-404.1201 and the statute of limitations for appeals set forth in Title 42 of the United States Annotated Code and the current audit requirements which dictate a retention of 5 years.

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

SERIES: 8495

TITLE: Daily input transaction file

(continued)

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

SERIES: 8464

3

TITLE: Daily input transaction files

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

This is an electronic transfer of all warrants paid by the various warrant writers. These writers are payroll, expenditures, tax refunds, welfare assistance payments, medicaid, and workmen's compensation claims. This record includes payee's name and address, warrant number, warrant date, and amount, employer, income, occupation, job position information (grade/ step, etc.), salary withholdings, social security number, tax information (specify: income tax, withholding). This is part of the Warrant Reconciliation System.

RETENTION:

Retain for 2 month(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 Tape Library for 2 months and then erase.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8464

TITLE: Daily input transaction files

(continued)

PRIMARY DESIGNATION:

Public Vouchers Payable.

SECONDARY DESIGNATION(S):

Private. All other information.

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

SERIES: 8486

3

TITLE: Debtor/garnishment history tape file

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

These records identify all tax refunds that have been intercepted for garnishment. It does not include the list of debtors for which garnishments have been ordered. These records include debtor's name for which tax refunds have been intercepted, social security number, amount owed, and address. This is part of the Tax Refund System.

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 until no longer administratively valuable and then destroy.

Computer magnetic storage media: Retain in Tape Library for 3 years and then erase.

APPRAISAL:

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

This is an administrative document only and is kept beyond the current year for audit purposes only. This is also based on the GAO's Comprehensive Schedule 033-48.

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

SERIES: 8486

TITLE: Debtor/garnishment history tape file

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 8485

3

TITLE: Debtor/garnishment identification master tape file

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

These records are used to cross reference the state's garnishment file against the tax refunds for possible garnishment. This is a list of debtors for which garnishments have been ordered. It is frequently updated with new debtors and then run against the Tax Refund Update tape file to find the debtors. The source of comparison is the debtor's social security number. These records include debtor's name, social security number, amount owed, and address. This is part of the Tax Refund System.

RETENTION:

Retain for 30 day(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 until no longer administratively valuable and then destroy.

Computer magnetic storage media: Retain in Tape Library for 30 days and then erase.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8485

TITLE: Debtor/garnishment identification master tape file

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 8369

3

TITLE: Deposits with the treasurer

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This is Finance's copy of deposits made to the State Treasurer by state agencies each day. These documents include the reporting period, the organization's identification number, the check number, and the total amount of the day's deposit.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).
Previous decision: RDR 80-26: 1 year after audit/public.

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

SERIES: 8501

3

TITLE: Employer social security wage and contributions master file

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is the storage file for the daily input of employer wages and contributions reported and actually paid to the SAA. It computes year-to-date totals for each employer and totals for each reporting period. The information in this file includes reported wages, FICA due, SSA employer identification number, date received, reporting period, check number, agency's remittance, adjustments for multiple wages reports to a pay period, adjustment transactions, interest adjustment/payment transactions, and reversal adjustment transaction codes.

RETENTION:

Retain for 5 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 data files: Retain in Office for 5 years and then erase.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This appraisal information is based on the retention guidelines set forth in CFR 20-404.1201 and the statute of limitations for appeals set forth in Title 42 of the United States Annotated Code and the current audit requirements which dictate a retention of five years.

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

SERIES: 8503

3

TITLE: Exception and error listing

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This listing indicates whether there are any interest charges or other exceptions that should be questioned. It also tells the operator whether there is a record or not in the master file of the employer sending a report. This allows the operator to check the Register master file to see if the agency sent the correct identification number or if they are listed at all. It also lists all employers that did not report during the reporting period. This record includes nonreporting employers, employers for whom no record was found, interest charges for reporting entity, and exceptions to reports not processed.

RETENTION:

Retain until administrative need ends

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 until no longer administratively valuable and then destroy.

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: 8389

3

TITLE: FICA cross-check register

DATES: 1982-

ARRANGEMENT: None

DESCRIPTION:

This is a listing of federal and state deductions that are taken out of temporary employee's salaries. It is generated monthly by Employment Security Division and is used as a reference to make sure that the deductions are made. This record includes employee's name, social security number, gross pay, FICA deduction, and the net pay amount.

RETENTION:

Retain until administrative need ends

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 until no longer administratively valuable and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

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 7 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 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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: Retain in Office for 4 years after case is closed and then destroy.

APPRAISAL:

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

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: 8458

3

TITLE: Garnishments of wages or levies of state employees

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

These are garnishments or levies from a state employee's salary for debts owed by that employee. This is the manual system used by the Finance Division to track and account for the money which is withheld. It includes receipts for processing the garnishments, IRS wage levies, wage assignments, 50 per cent garnishment of wages and one-time garnishment authorization forms (which are court orders), and a register of garnishments paid.

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 3 years and then destroy.

APPRAISAL:

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

This is an administrative document only and is kept beyond the current year for audit purposes only.

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

SERIES: 8458

TITLE: Garnishments of wages or levies of state employees

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 18671

3

TITLE: Income tax refund checks

DATES: 1960-

ARRANGEMENT:

DESCRIPTION:

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports regarding income and social security taxes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

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: 8382

3

TITLE: Log file of cancelled payroll warrants

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is simply a reference listing of all payroll warrants that have been cancelled. This is part of Warrant Cancellation System. This record includes the year, the month, the date of the batch run, the batch number, the check that was cancelled, and the date it was cancelled.

RETENTION:

Retain until administrative need ends

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

APPRAISAL:

These records have administrative value(s).

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

SERIES: 82161

3

TITLE: Log of hand typed warrants

DATES: 1980-

ARRANGEMENT: Numerical by warrant number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This log or register documents the reason for each hand-typed warrant, to whom it was paid and the amount.

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: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

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

SERIES: 8459

3

TITLE: Lost warrant affidavit files

DATES: 1982-

ARRANGEMENT: None

DESCRIPTION:

This is a legal document which contains an explanation and rationale on why a warrant was lost. It allows Warrant Disbursements to verify that a warrant was issued and serves as a record copy from the individual who signed the document that the original was lost. Further, it serves as an authorizing document for the reissue of that warrant. These documents include name, address and social security number of person to whom warrant was issued to, lost warrant number, date of issue, amount paid, promise to return lost warrant if found, date signed, and notary public stamp and signature.

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:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This needs to be kept for the life of the respective redeemed warrants as a reference tool to resolve check history problems.

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

SERIES: 8459

TITLE: Lost warrant affidavit files

(continued)

PRIMARY DESIGNATION:

Private

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: 8372

1

TITLE: Out of state travel authorizations

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

This is an authorization to travel sent through the division and the department to Finance. In Finance, it is used as a verifying document that the individual submitting a travel voucher was authorized to travel and allows Finance to pay him. These documents include an estimation of the cost of the trip, the destination and the dates of the trip, the individual's name, his division and his department, an authorizing signature, the low organization number, and the reason for travel.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until the voucher has been paid and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Previous decision: RDR 79-141: 1 year after audit/public.

PRIMARY DESIGNATION:

Public

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: Retain in Office for 3 years after fund is desolved and then destroy.

APPRAISAL:

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

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: 17448

1

TITLE: Reconciliation annual report

DATES: 1996-

ARRANGEMENT: Alphanumerical by warrant number

DESCRIPTION:

These reports are created to reconcile matched warrants with disbursements from the Finder Fund to ensure that all intercepted warrants are subsequently transferred to the garnishing agency or released to the payee. Information includes warrant number, warrant amount, name of payee, identification number, agency, action, action amount, voucher number, and difference.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Microfiche duplicate: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have legal value(s).

This disposition is based on the records value as litigation support.

PRIMARY DESIGNATION:

Public 63G-2-301 (2008)

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

SERIES: 8387

3

TITLE: Register of contracts

DATES: 1959-1963; 1972-

ARRANGEMENT: None

DESCRIPTION:

This is a reference index for contract numbers and contractors. At one time, it recorded the status for contract submittal and approval. This record includes the date of contract, contractor's name, contract number, department which the contract was with, description of the contract, the date the contract was received in the Finance Department, a notation indicating it had been approved by the Attorney General's Office, and the date it had been recorded and distributed.

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 termination of contract and then transfer to State Records Center. Retain in State Records Center for 4 years and then file with contract.

APPRAISAL:

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

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

SERIES: 84383

1

TITLE: Reimbursement files

DATES: 1977-

ARRANGEMENT: Numerical

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Digital image Duplicate: For records beginning in 2000 and continuing to the present. Retain in Office for 7 years and then delete.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

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: 82258

3

TITLE: Signiture cards current/non-current

DATES: 1979-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This file is a record of those who can sign for checks that are picked up at Finance. They include a name, low organization number, division name authorized person name printed and signature and an approval signature.

RETENTION:

Retain for 4 year(s) after superseded

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 4 years after obsolete or superseded and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
These cards are currently kept indefinitely, however, any claims arising from a check being picked up by the wrong person would need to be filed within 4 years. This information comes from UCA 76-1-302.

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. This is a static file with no anticipated growth in physical size. 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, and addenda to the contract between the agency and the SSA.

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: Retain in Office until administrative value has been met 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 performed and that current records can be updated.

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)

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

SERIES: 8502

3

TITLE: Social security register of employers

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This file is used to create the records for a new year on the Employer Social Security Contributions Reference file and to verify the employer identification number for data entry of wage and contributions reports (DF 14). It can be browsed and updated online. The information in this file includes the employer's identification number, reporting status, employer name, street address, city, state, ZIP code, and telephone number. It also has the reporting official's title, the IRS employer number, and reporting media.

RETENTION:

Retain for 5 year(s) after end of project or program

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 data files: Retain in Office for 5 years after system is no longer in use and then erase.

APPRAISAL:

These records have administrative value(s).

This file must be kept online for the life of the system because it is constantly being updated as data about the reporting entity changes.

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

SERIES: 8497

3

TITLE: Social security's copy of the deposit to the treasurer report

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is Social Security's copy of contributions deposited to the state treasurer each day. They are used by the bureau chief and auditors to verify the correct totals each agency contributed. This record includes the reporting period, the organization's identification number, the check number and amounts with subtotals to date for each reporting period, and the total amount of the day's deposit.

RETENTION:

Retain for 5 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 3 years 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 retention is longer than the one set for Deposits to the Treasurer listed in General Retention Schedule 6, item 8 because they are needed for audit purposes.

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

SERIES: 19239

3

TITLE: State Travel Itineraries

DATES: 1984-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records are employee Travel Itinerary invoices from the travel office and are used for reimbursement. Research is required periodically to verify the trip took place, dates, times, destination, etcetera.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

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

SERIES: 19239

TITLE: State Travel Itineraries

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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

SERIES: 8388

3

TITLE: Statement of benefits paid to reimbursement claimants

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is a listing of unemployment benefits paid to terminated employees. This series is generated monthly from Employment Security Division for unemployment compensation. It acts as the invoice for the warrants. It includes social security number, claimant's name, payment amount, check number, reimbursable charge, date, and the reimbursable balance.

RETENTION:

Retain for 5 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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This should be kept for the same amount of time as a warrant request since it functions like that type of payment.

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

SERIES: 8388

TITLE: Statement of benefits paid to reimbursement claimants

(continued)

PRIMARY DESIGNATION:

Private

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

SERIES: 8477

3

TITLE: System guide

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

A) This manual is used by programmers and information analysts to reprogram the computer and to ascertain whether the system is operating according to design. B) Deletions, updates, and changes to the documentation occur frequently on many files within the system. The changes need to be kept for files within the system so that these files are properly documented. This documentation should be kept for files which have retentions on magnetic diskettes longer than one year. This guide includes program names and data element names, file definitions, flow charts and decision charts, and Job Control Language (JCL) information.

RETENTION:

Retain for 3 year(s) after end of project or program

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 system becomes obsolete and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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: 8484

3

TITLE: Tax refund update transaction tape

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

This is used for creating the COM tapes. It is also used in conjunction with the "Gotcha" master file to intercept all debtors for garnishment of their wages. A copy of this tape is returned to the Tax Commission. The information on this tape includes payee's name and address, amounts paid, warrant number, and the ICN (Tax Commission Reference number). This is part of the Tax Refund System.

RETENTION:

Retain for 30 day(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 Tape Library for 30 days and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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: 5991

3

TITLE: Travel monitoring report

DATES: 1982-

ARRANGEMENT: None.

DESCRIPTION:

These are summary reports issued from Morris Travel and Murdock Travel used to monitor the travel costs of state employees. They include employee name, destination, routing, accommodations, and cost.

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 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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

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

SERIES: 8506

3

TITLE: User's guide

DATES: 1984-

ARRANGEMENT: None.

DESCRIPTION:

This is a reference and training manual which is to be used by personnel who are familiar with the system's operation. It leads the reader, step-by-step, through each process, so that he/she can input and retrieve information or create reports as necessary. This record includes a system overview, a copy of all the different screens displayed by the system, instructions on how to enter and retrieve data, printing instructions, and explanations about the different reports that are generated and how to create them.

RETENTION:

Retain for 5 year(s) after end of project or program

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 system is no longer in use and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8506

TITLE: User's guide

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

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

SERIES: 8384

3

TITLE: User's guide (warrant cancellation system)

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is a comprehensive manual which describes in layman terms what the Warrant Cancellation System does so that someone with no knowledge of the system can perform the duties of a user. The duties of a user are: signing on; inputting information; generating reports; and, making inquiries. This is part of the Warrant Cancellation System. The guide includes a description of terminal operations, screen layouts, what each function key does, and a general description of what the system does.

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 after the system becomes obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8476

3

TITLE: User's guide (warrant reconciliation system)

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

This is an explanation of the procedures and methods for inputting, processing, and generating data within the Warrant Reconciliation System. It is written in a language easy enough to be understood by someone who has no previous data processing experience. This guide includes an overview of the functions, and instructions on how to do inputs from the bank and the warrant writers. It also contains instructions on how to make corrections to the data base and how to generate reports.

RETENTION:

Retain for 3 year(s) after end of project or program

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 3 years after the system becomes obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8508

3

TITLE: Utah social security system programs

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

This is a set of instructions or procedures which command the computer to process information in a desired manner. They exist in machine-readable format and human-readable format. This description is only concerned with human-readable format. A system's programs are also known as the source codes. This record includes Adjustment Transaction Daily Data Entry Program (FISS1160), Interest Transaction Daily Data Entry Program (FISS1170), Reversal Transaction Daily Data Entry Program (FISS1180), Contributions On-line Inquiry Program (FISS1200), Daily Transaction Recap Program (FISS1500), Deposit to the Treasurer Program (FISS1600), Contributions Master Update and Exception Report Program (FISS1700), Semi-monthly Wire Deposit Report Program (FISS1800), Wage and Contributions Print Program (FISS1900), Register Master Update and Inquiry Program (FISS4100), Register Master Print Program (FISS4200), Register Master Print Program (FISS4300), Annual FEIN Report Program (FISS4400).

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 system is obsolete and then file with the System Documentation.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 8337

3

TITLE: Vendor contracts (agency copy)

DATES: 1978-

ARRANGEMENT: None.

DESCRIPTION:

These files document the agreements for services, purchases, and leases between the agency and vendors. These files include maintenance contracts, procurement contracts, service contracts, and facility contracts.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

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 contract expires and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

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

SERIES: 8358

3

TITLE: Vendor payment summary by month

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

This file lists all the payments made to vendors for the entire month. It is produced only after the daily total reports from the Monthly History file and the ADABAS file have been reconciled. It is transferred to COM from the system once a month. The microfiche is accessed approximately 20 times per day. This is part of Vouchers Payable Data System. This file includes the report date, vendor name, the beginning date of the report, the ending date of the report, the total number payments, the total number warrants issued to each vendor, and the total dollar amounts.

RETENTION:

Retain for 5 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 output microfiche master: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

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

SERIES: 82259

3

TITLE: Wage garnishment register

DATES: 1984-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a log to track garnishments. It includes amount owed, name and date of payments.

RETENTION:

Retain until administrative need ends

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 until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

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

SERIES: 84384

3

TITLE: Warrant requests

DATES: 1977-

ARRANGEMENT: Numerical by department, thereunder sequential

DESCRIPTION:

These are paid documents used to reimburse employees for travel and other expenses. They are treated as warrant requests by the Division of Finance which are defined as requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. As of July 2000, these documents will be scanned. The information will be retained for seven years and then erased.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Digital image Duplicate: For records beginning in 2000 and continuing to the present. Retain in Office for 7 years and then delete.

APPRAISAL:

These records have fiscal value(s).

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

SERIES: 84384

TITLE: Warrant requests

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(1-3) (2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1-3) (2008)

Controlled. UCA 63G-2-304(1-3) (2008)

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