

Retention and Classification Report

Agency: Department of Public Safety. Budget Analyst (73)

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Records Officer: _____

80920	*Equipment inventory
80927	*Financial Information Resources System report
80926	*Fixed asset inventories
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AGENCY: Department of Public Safety. Budget Analyst

SERIES: 80920

3

TITLE: Equipment inventory

DATES: 1967-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 80927

3

TITLE: Financial Information Resources System report

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Yearly or period 13 edition of FIRMS reports. OBSOLETE RECORD
SERIES BY 1998.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 80926

3

TITLE: Fixed asset inventories

DATES: 1985-2014.

ARRANGEMENT: Numerical by equipment number

DESCRIPTION:

These records are used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until list is updated and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 80827

3

TITLE: Grant audits

DATES: 1974-2014.

ARRANGEMENT: Alphabetical by county and city name

DESCRIPTION:

Public Safety programs operated within counties and cities are funded through the Department of Public Safety and the federal government, which matches half of the requested amount. These records document the financial arrangements and include county/city billing, quarterly reports from the receiving agency, and grant awards from the federal government to Public Safety.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the general audit requirements of financial records. The federal government performs the required audits according to Federal Management Circular 74-4, from the Office of Planning and Budget.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 80824

3

TITLE: Internal audit reports

DATES: 1985-2014.

ARRANGEMENT: Alphabetical by field office

DESCRIPTION:

Internal audits are taken to determine how efficiently funds are being dealt with in the various field offices of the Utah Highway Patrol. Other offices throughout the state such as Drivers License in Cedar City are also included with this internal audit, as are investigative funds. This series includes a letter of audit findings to the director of Public Safety Administrative Services Division, rough draft letter, cash count worksheet, cash reimbursement forms, cash audit procedures form, and copies of field employee drivers permits.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Budget Analyst

SERIES: 11492

3

TITLE: Press releases

DATES: 1992-

ARRANGEMENT: None

DESCRIPTION:

One copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public