Retention and Classification Report

Agency: Department of Transportation. Office of the Comptroller (219)

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Records Officer: _____

09084	*Accounts receivable invoices (R-70)
04832	*Accounts receivable/contract management miscellaneous purge
04838	*Accounts receivable/contracts management contract purge file
04831	*Accounts receivable/contracts management damage claim purge
29603	Budget
29577	Contracts and agreements
09085	*Distribution of labor time records (T-80)
83720	*Equipment cost computer output microfiche
83721	*Equipment inventory
09919	Equipment rental rates reports
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29578	Financial records
09086	*Interdepartmental transfers
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09087	*Travel reimbursement requests
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AGENCY: Department of Transportation. Finance

SERIES: 9084 1
TITLE: Accounts receivable invoices (R-70)
DATES: ca. 1970-2017.
ARRANGEMENT: Numerical by invoice number.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 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 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home addresses

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 4832 1
TITLE: Accounts receivable/contract management miscellaneous purge file
DATES: 1990-2017.
ARRANGEMENT: None.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Finance

SERIES: 4832
TITLE: Accounts receivable/contract management miscellaneous purge file

(continued)

SECONDARY DESIGNATION(S):

Private. Home addresses

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 4838 1
TITLE: Accounts receivable/contracts management contract purge file
DATES: 1990-2017.
ARRANGEMENT: None.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 until contract has been closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 4831 1
TITLE: Accounts receivable/contracts management damage claim purge file
DATES: 1990-2017.
ARRANGEMENT: Numerical by invoice number.
DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 7 years and then destroy.

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.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Transportation. Finance

SERIES: 4831
TITLE: Accounts receivable/contracts management damage claim purge file

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 29603 1
TITLE: Budget
DATES: 2010-
ARRANGEMENT: chronological
DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

RETENTION:

Permanent. Retain for 4 year(s)

DISPOSITION:

Transfer to Archives.

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 4 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Transportation. Finance

SERIES: 29577 1
TITLE: Contracts and agreements
DATES: 1997-
ARRANGEMENT: Alphanumerical by contract number.
DESCRIPTION:

These records consist of all agreements for the Utah Department of Transportation, both financial and non-financial, between the department and other vendors and state agencies. Records may include contracts, betterments, procurements, memos of understanding, utility contracts, and related records.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 until expiration of contractual agreement 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 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 9085 3
TITLE: Distribution of labor time records (T-80)
DATES: ca. 1970.
ARRANGEMENT: Chronological
DESCRIPTION:

Regular, and overtime hours paid. Also, all other earnings and the labor distribution.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Summary time report, GRS-1878.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Department of Transportation. Finance

SERIES: 83720 3
TITLE: Equipment cost computer output microfiche
DATES: 1975-2000.
ARRANGEMENT: Numerical by equipment number
DESCRIPTION:

This COM includes information on the depreciation of and the monthly charges and expenditures against a particular piece of equipment. The monthly report includes information about the cost of equipment, division making the charge, name of the equipment and type of charge, and the equipment number. The final month of the fiscal year includes a composite of the entire year's activities.

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: 03/1989

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

The SR Equipment Cost report and the SR Equipment Inventory repertoire COM reports that coincide with one another however, they can be use independently of one another.

AGENCY: Department of Transportation. Finance

SERIES: 83720
TITLE: Equipment cost computer output microfiche

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 83721 3
TITLE: Equipment inventory
DATES: 1975-2017.
ARRANGEMENT: Numerical by equipment code number.
DESCRIPTION:

This report gives the location and placement of each piece of equipment. Included is the equipment code number, changes, purchases, and location (division-numerical).

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: 03/1989

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

This report and the SR Equipment Cost report coincide with one another however they can both be used independently.

AGENCY: Department of Transportation. Finance

SERIES: 83721
TITLE: Equipment inventory

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 9919 1

TITLE: Equipment rental rates reports

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are prepared by the Department of Transportation in cooperation with the Associated General Contractors of Utah and have been approved by the Federal Highway Administration. The reports are to be used in arriving at rental rates to be paid to contractors for equipment used on force account extra work on highway contracts. The reports contain information pertaining to type of equipment, rental rates, description, manufacturer's rated capacity and distributors.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Records Center until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Disposition based on value of records in documenting the activities and rental agreements of the agency.

AGENCY: Department of Transportation. Finance

SERIES: 9919
TITLE: Equipment rental rates reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Finance

SERIES: 81734 1
TITLE: Executive correspondence
DATES: 1977-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document the executive and assistant directors' correspondence and the agency's decision-making process, including functions, policies, procedures, and programs pertaining to the department.

RETENTION:

Retain for 5 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 after separation and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives.

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

APPRAISAL:

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

Disposition based on value of records in documenting department decisions and policies.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Transportation. Finance

SERIES: 81734
TITLE: Executive correspondence

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Department of Transportation. Finance

SERIES: 29578 1
TITLE: Financial records
DATES: 2017-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document financial transactions. Records may include general accounting expenditures (GAX), payment requests (PRC), internal costing transactions (ICT), internal department transactions (IDT), cash receipts, and other records related to accounts receivable and payable.

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 0 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 7 years and then delete.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 9086 1
TITLE: Interdepartmental transfers
DATES: 1970-2017.
ARRANGEMENT: Numerical by transfer number.
DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

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 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 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 1610 1

TITLE: Monthly expense printouts

DATES: 1976.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

The comptroller's office has no idea of what this record series is (as of 1992).

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Transportation. Finance

SERIES: 1497 3
TITLE: Payroll records
DATES: 1970-1978.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Display of earnings, deductions, and taxes, providing net income, warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).

Records in this series have temporary administrative and fiscal value. They may be destroyed according to the approved retention schedule.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Department of Transportation. Finance

SERIES: 10189 1
TITLE: Right-side Financial Information Resources System reports
DATES: 1986-1998.
ARRANGEMENT: Chronological, thereunder numerical by district number.
DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

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 Transportation. Finance

SERIES: 10189
TITLE: Right-side Financial Information Resources System reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 29576 3
TITLE: State and federal closed-project financial records
DATES: 2017-
ARRANGEMENT: Alphanumerical by contract number.
DESCRIPTION:

These are financial records related to closed state and federal projects, including payable, receivable, co-op, utilities, and related records.

RETENTION:

Permanent. Retain for 65 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 65 years and then transfer to State Archives.

Computer data files: Retain in Office for 65 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Transportation. Finance

SERIES: 29576
TITLE: State and federal closed-project financial records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Transportation. Finance

SERIES: 9087 1
TITLE: Travel reimbursement requests
DATES: ca. 1970-2017.
ARRANGEMENT: Numerical.
DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

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 copy: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Department of Transportation. Finance

SERIES: 9088 1

TITLE: Warrant requests

DATES: 1981-2015.

ARRANGEMENT: Numerical by requisition number.

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 copy: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

APPRAISAL:

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

Utah General Schedule 88, schedule 6, item 49, calls for a one year retention on copies, the agency has requested a longer retention for use in office due to the nature of their work and the fact that federal monies are involved.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.