

Retention and Classification Report

Agency: Department of Administrative Services. Division of General Services (241)

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Records Officer: _____

23664	*Accounts payable invoices
23666	*Financial information network reports
23700	*Gas card statements

AGENCY: Department of Administrative Services. Division of General Services

SERIES: 23664

1

TITLE: Accounts payable invoices

DATES: 1995-1997.

ARRANGEMENT: Alphabetical by vendor's name

DESCRIPTION:

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

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Administrative Services. Division of General Services

SERIES: 23666

3

TITLE: Financial information network reports

DATES: 1995-2015.

ARRANGEMENT: Chronological by month

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports and bank reconciliations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

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 fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Division of General Services

SERIES: 23700

3

TITLE: Gas card statements

DATES: 1996-2015.

ARRANGEMENT: Chronological by month

DESCRIPTION:

Gas card Statements are records of all transactions made on all gas cards assigned to the Fuel Network System. This is a detailed description of all transactions on a per vehicle basis. It lists gallons, price, user, date, fueling site, and taxes.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.