

Retention and Classification Report

Agency: Department of Administrative Services. Division of General Services. State Printing Services (246)
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Records Officer: _____

80273	*Administrative correspondence
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AGENCY: Department of Administrative Services. Division of General Services. State Printing Services

SERIES: 80273

1

TITLE: Administrative correspondence

DATES: 1986-2015.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are memos and letters to and from the staff of State Printing relating to their routine operations.

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 current year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative 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. State Printing Services

SERIES: 80281

1

TITLE: Customer accounts files

DATES: 1983-1991.

ARRANGEMENT: Alphabetical by agency, thereunder chronological
DESCRIPTION:

These are the accounts payable/receivable maintained by accounting for each printing work-order received by State Printing. Some are farmed out to UCI, some are farmed out to vendors and some are done internally. A copy of the IDT or Warrant Request is always sent to Finance with the attached detail.

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).

These records have administrative uses only. Since Finance has a complete copy of all this detail, State Printing does not need to keep it longer than administrative needs dictate.

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. State Printing Services

SERIES: 80274

1

TITLE: Jobs log-out records

DATES: 1983-2014.

ARRANGEMENT: Chronological.

DESCRIPTION:

Control registers pertaining to requisitions and work orders for printing, binding and duplicating services.

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 current year 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).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Department of Administrative Services. Division of General Services. State Printing Services

SERIES: 80276

3

TITLE: Monthly billing report

DATES: 1986-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a monthly listing of all jobs performed by UIC vendors, or inside the office. It is used as a referral form to find the IDT's or warrant requests issued for printing jobs. It is also used to track the billing charges for each job.

The report includes the following headings: job number, cost type, cost dark, cost press, cost bind, cost paper, total cost, due date, out date, bill date, E Number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

These records are used to locate Warrant Requests and IDT's.

Warrant Requests and IDT's do not have the job number on them.

Therefore, in order to retrieve the IDT or warrant request by job

number these reports are needed as a cross reference. Since

Finance keeps these records 4 years, the bureau needs this report the same period of time.

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. State Printing Services

SERIES: 80278

1

TITLE: Plate, negative, and artwork files

DATES: 1983-1991.

ARRANGEMENT: Numerical by low organization number

DESCRIPTION:

These are the basic tools used to produce a printing request.

This series includes a job ticket with specifications, metal plates, negatives and original artwork. The bulk of the material is plates for letterhead.

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 administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have no other value to the State than their administrative value. Once the materials are used in printing they are needed for only a week. If more publications are needed a new photo and negative are prepared

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. State Printing Services

SERIES: 80279

3

TITLE: Procurement cards

DATES: 1984-1991.

ARRANGEMENT: Alphabetical by job name

DESCRIPTION:

Whenever a bid for printing is let to vendors this procurement card is kept for public review as to the status of the bid and to whom the bid was awarded. The card is also attached to the back end of a warrant request and is also kept by Central Service's Accounting Office as part of their account payable files.

The cards include vendor name, date bid received, cost for work, the job name, due date, job type, purchase order number, bidding procedures, quantity of product ordered, and comments sections.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after bid is awarded and then destroy.

APPRAISAL:

These records have administrative 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. State Printing Services

SERIES: 80280

1

TITLE: Purchase orders

DATES: 1984-1991.

ARRANGEMENT: Numerical by vendor number

DESCRIPTION:

These purchase orders are unique to State Printing and are used to request vendors to provide printing services which are farmed out from State Printing. The Division of Purchasing does not get directly involved in this process. A copy of this is also filed with the accounts payable files and a copy is attached to the Warrant Request which goes to Finance.

The information includes vendor's name and address, purchase order number, item number, quantity, description, unit price, and total amount, with the procurement officer's authorization and the vendor's authorization.

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 after fiscal year ends and then destroy.

APPRAISAL:

These records have administrative value(s).

A copy of this record is maintained by Finance. Therefore this record only needs to be kept long enough to satisfy administrative needs.

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. State Printing Services

SERIES: 80282

1

TITLE: Vendor only work-in-progress files

DATES: 1986-1991.

ARRANGEMENT: Numerical by vendor number

DESCRIPTION:

Job or project records containing papers and data pertaining to planning and execution of printing, binding, duplication, and distribution jobs.

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 after fiscal year ends and then destroy.

APPRAISAL:

These records have administrative value(s).

These have administrative value only.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.