

Retention and Classification Report

Agency: Department of Administrative Services. Division of Purchasing and General Services. Central Stores Office (248)
1007 State Office Building
Salt Lake City, UT 84114
801-538-3014

Records Officer: _____

80084	*Accounts receivable monthly reports
80121	*Central stores purchase orders
80083	*Daily stores accounting reports
80085	*Inventory control monthly reports

AGENCY: Department of Administrative Services. Division of Purchasing and General Services.
Central Stores Office

SERIES: 80084

3

TITLE: Accounts receivable monthly reports

DATES: 1985-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports that reflect what has been purchased by government agencies and what is owed.

They include customer status reports, detailed sales reports, trail balance reports, sales analysis reports, and commission reports,

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

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).

These records have administrative value only.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Administrative Services. Division of Purchasing and General Services.
Central Stores Office

SERIES: 80121

3

TITLE: Central stores purchase orders

DATES: 1982-2000.

ARRANGEMENT: Numerical by vendor.

DESCRIPTION:

These are requisitions used solely by Purchasing to acquire merchandise directly from vendors. One copy is sent to Purchasing, another copy is sent, to Central Services, Accounting where it is used to update their computer, and another copy is kept in the office.

These requisitions include purchase order number, purchase date, description, unit cost, a comment section, a description of the material, and a quantity.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after current fiscal year and then destroy.

APPRAISAL:

These records have administrative value(s).

This records series has administrative uses only.

AGENCY: Department of Administrative Services. Division of Purchasing and General Services. Central Stores Office

SERIES: 80121

TITLE: Central stores purchase orders

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services. Division of Purchasing and General Services.
Central Stores Office

SERIES: 80083

3

TITLE: Daily stores accounting reports

DATES: 1985-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

These are daily computer printouts used to reconcile the transactions made between Central Supply and their customer agencies.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months after current year and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

APPRAISAL:

These records have administrative value(s).

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Purchasing and General Services.
Central Stores Office

SERIES: 80085

3

TITLE: Inventory control monthly reports

DATES: 1985-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports used for reference, accounting and reconciliation of the inventory of supplies maintained by Central Stores.

This series includes Detailed Activity Report, Purchase Order Report, Inventory Status report, Sales Analysis by Year to Date Report, Sales Analysis by Item Number, and Summary Sales Analysis Report.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/1987

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).

These records have administrative value only.