

Retention and Classification Report

Agency: Department of Administrative Services (270)

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Taylorsville, UT 84129-2128

Records Officer: _____

29996	ECO Pass records
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AGENCY: Department of Administrative Services

SERIES: 29996

3

TITLE: ECO Pass records

DATES: 2015-

ARRANGEMENT: Alphabetical by employee surname.

DESCRIPTION:

These records document the Department's administration of UTA (Utah Transit Authority) ECO passes, made available to Department employees under the State's contract with UTA. Records include ECO Pass forms, participation lists, 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 authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of contractual agreement and then transfer to State Records Center. Retain in State Records Center for 6 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).

AGENCY: Department of Administrative Services

SERIES: 29996

TITLE: ECO Pass records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2021.

AGENCY: Department of Administrative Services

SERIES: 12364

3

TITLE: Employment applications

DATES: 1991-

ARRANGEMENT:

DESCRIPTION:

Applications of those persons qualified to be listed on a register but who were not selected as the candidate for employment. If DHRM has officially delegated a particular state agency as the record copy office then they should retain these applications for three years.

RETENTION:

Retain for 2 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until hiring decision is made 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:

Private UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Administrative Services

SERIES: 12364

TITLE: Employment applications

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Administrative Services

SERIES: 83359

3

TITLE: Executive correspondence

DATES: 1984-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is the executive correspondence of the administrative offices of the Department of Administrative Services.

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 State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services

SERIES: 83710

3

TITLE: Fair employment practices brochures

DATES: 1985-

ARRANGEMENT: Chronological.

DESCRIPTION:

Fair Employment Practices brochures are published to educate state employees on employment policies. They contain specifics on state procedures and programs to enhance the work environment, thus increasing productivity. Holdings: ca1985 (1 volume).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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 value(s).

Disposition based on value of these records in documenting communications to employees on fair employment practices and procedures over time.

AGENCY: Department of Administrative Services

SERIES: 83710

TITLE: Fair employment practices brochures

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Administrative Services

SERIES: 9780

3

TITLE: Leave adjustment reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number and name.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Administrative Services

SERIES: 9782

3

TITLE: Payroll registers

DATES: 1984-

ARRANGEMENT: None.

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:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2018.

AGENCY: Department of Administrative Services

SERIES: 9781

3

TITLE: Position change requests and authorizations

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

Documents used to create new positions, abolish old ones and change existing state employee positions. Common name DHRM 9.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

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

Microfiche master: Retain in Archives for 3 years and then destroy.

Microfiche duplicate: Retain in Archives for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Disposition based on value of records in documenting agency decisions, actions and functions.

AGENCY: Department of Administrative Services

SERIES: 9781

TITLE: Position change requests and authorizations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services

SERIES: 9779

3

TITLE: Preliminary payroll printouts

DATES: 1984-

ARRANGEMENT: None

DESCRIPTION:

Computer produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Preliminary payroll files, GRS-1889.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 months and then destroy.

PRIMARY DESIGNATION:

Public Eighteen personal data elements identified by the State Records Committee

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Administrative Services

SERIES: 83621

3

TITLE: Publications

DATES: 1977-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legal matters, fiscal and financial operations, and all other activities of the Department of Administrative Services. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently 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, fiscal, historical, and/or legal value(s).
Disposition based on the value of these records in documenting agency fiscal matters, achievements, policies, programs, procedures, and function.

AGENCY: Department of Administrative Services

SERIES: 83621

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.