

## Retention and Classification Report

**Agency:** Department of Administrative Services (270)

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Taylorsville, UT 84129-2128

**Records Officer:** \_\_\_\_\_

83708	*Annual reports
29825	*Capitol photographs
29996	ECO Pass records
12364	Employment applications
83359	Executive correspondence
83710	Fair employment practices brochures
09776	*Interdepartmental transfer requests
09780	Leave adjustment reports
09782	Payroll registers
09799	*Personnel files
09781	Position change requests and authorizations
09779	Preliminary payroll printouts
83621	Publications
83709	*Service plans
83683	*State employee newsletter
09985	*State of Utah managers survey
09798	*Technical reference files
85074	*Warrant requests

**AGENCY:** Department of Administrative Services

**SERIES:** 83708

3

**TITLE:** Annual reports

**DATES:** 1981-1983, 2008-2021.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Department of Administrative Services Annual Report functions as the official publication of the agency's preceding year's activities. Its contents include the major goals and accomplishments that the department achieved, an illustration of each division's activities, and an outline of future prospects and projects. Unlike other agency reports, this one does not contain a budget and disbursement schedule.

**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.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Administrative Services

**SERIES:** 29825

3

**TITLE:** Capitol photographs

**DATES:** ca.2000.

**ARRANGEMENT:**

**DESCRIPTION:**

This series contains photographs of the State Capitol prior to its most recent renovation. These were enlarged, framed and hung in Executive Director's Office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This series has permanent historical value as visual documentation of what the Capitol Building looked like prior to renovation.

**PRIMARY DESIGNATION:**

Public

**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:** 9776

1

**TITLE:** Interdepartmental transfer requests

**DATES:** 1982-2018.

**ARRANGEMENT:** None

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2018.

**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:** 9799

3

**TITLE:** Personnel files

**DATES:** 1988-2008.

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until employee leaves, retires, or is terminated and then transfer to State Records Center provided employee has not transferred to another agency. Retain in State Records Center for 65 years and then destroy.

Microfiche master: Retain in Archives for 65 years and then

**AGENCY:** Department of Administrative Services

**SERIES:** 9799

**TITLE:** Personnel files

(continued)

destroy.

**APPRAISAL:**

These records have administrative value(s).

Disposition based on administrative value of personnel records  
which reflect performance and related issues.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-301 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**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.

**AGENCY:** Department of Administrative Services

**SERIES:** 83709

1

**TITLE:** Service plans

**DATES:** 1981-1982.

**ARRANGEMENT:** Chronological by date.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This series contains the goals, proposals, projects, functions, and responsibilities of the department and its divisions. The plans were developed in 1981, the year the department was created. Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on the value of these records in documenting agency goals, achievements, policies, procedures, and function.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Administrative Services

**SERIES:** 83683

3

**TITLE:** State employee newsletter

**DATES:** 1990-2006.

**ARRANGEMENT:** Chronological by date of newsletter.

**DESCRIPTION:**

Capitol Connections is a state employee newsletter with information on monthly employee activities. It contains articles and news on issues affecting state government employees: honors, conferences, seminars for employees, and outlines of future events and projects. The newsletter is produced as a general information source for state employees. The current title, Capitol Connections, was adopted in May 1993. It was formerly called Capitol Capsules. The last hard copy issue of Capitol Connections was printed in August 2000. After that time it became available online. The newsletter continued until June of 2006 when responsibility for the newsletter was given to the Department of Human Resource Management. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value as they provide a broad overview of state employee and agency activities and accomplishments.

**AGENCY:** Department of Administrative Services

**SERIES:** 83683

**TITLE:** State employee newsletter

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.

**AGENCY:** Department of Administrative Services

**SERIES:** 9985

3

**TITLE:** State of Utah managers survey

**DATES:** s 1984.

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains the final report on "A Survey of the State of Utah Managers," conducted by the University of Utah Survey Center. The 130-page report provides a brief description of the procedures used to carry out the study, a copy of the survey instrument, and frequency distributions and histograms for each question. Those interviewed in the survey (taken October 17-25, 1984) were asked 58 questions about their satisfaction with the various agencies that make up the Department of Administrative Services: Finance, Archives, Surplus Property, Purchasing, DFCM, Data Processing, Central Stores, Central Motor Pool, State Printing, State Personnel, Risk Management, and Telecommunications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have a historical value as they document the history of management practices and opinions in the Department of Administrative Services in 1984.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2016.



**AGENCY:** Department of Administrative Services

**SERIES:** 9798

1

**TITLE:** Technical reference files

**DATES:** 1979-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

Copies of documents retained strictly for reference and informational purposes which are not part of the official files. These include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2015.

**AGENCY:** Department of Administrative Services

**SERIES:** 85074

3

**TITLE:** Warrant requests

**DATES:** 1981-2015.

**ARRANGEMENT:** none

**DESCRIPTION:**

See General Retention Schedule 1988:6:49.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2016.