

Retention and Classification Report

Agency: Department of Health and Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities
155 South 300 West, Ste. 100
Salt Lake City, UT 84115
801-533-4128

Records Officer: _____

20844	Annual reports
26363	FI-NET payment records and reports
25494	*Financial Information Network (FI-NET) payment records
25495	Grant case files
20755	Minutes
06310	Report on population of people with disabilities in Utah
27747	UDDC self- or other agency audits

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 20844

3

TITLE: Annual reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

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 8(a)(b) (2010) and 9-7-208 (2006)

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives 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).

This disposition is based on Utah General Retention Schedule, Schedule 1, Item 25, and the administrative needs expressed by the agency.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 20844

TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 26363

3

TITLE: FI-NET payment records and reports

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 26363

TITLE: FI-NET payment records and reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 25494

3

TITLE: Financial Information Network (FI-NET) payment records

DATES: [ca. 1972]-2009.

ARRANGEMENT: Alphabetical by vendor name, thereunder chronological by year

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 25495

3

TITLE: Grant case files

DATES: ca. 1972-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These grant case files document the agency's disbursement of federal grant funds from the Administration on Developmental Disabilities to various state agencies and community organizations as per 45 CFR 1386 et seq. The grants usually have a three year limit, and are given to applying governmental and non-governmental entities that provide services to the disabled. Examples of projects funds may be granted for include family training and counseling; conferences; making community facilities, streets and sidewalks more accessible; research projects and training to assist disabled individuals with the practical aspects of life. Examples of training include voting in elections and the use of public transportation. Records include grant applications, plans and contracts. Information includes applicant name and contact information, date submitted, anticipated date of completion, amount of funds requested and granted, expenditure details, details of issues to be addressed and authorizing signature.

RETENTION:

Retain for 7 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after grant has expired and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 25495

TITLE: Grant case files

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APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 20755

3

TITLE: Minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document the historical record for the Governor's Council for People with Disabilities. The minutes are taken from council meetings held eight times per year.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer active and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 20755

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 6310

3

TITLE: Report on population of people with disabilities in Utah

DATES: 1988-

ARRANGEMENT: Chronological, thereunder numerical by personal identifier

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

This special report is created by the Developmental Center for Handicapped Persons from Utah State University under contract to the Governor's Council for People With Disabilities. It contains both demographic and statistical information on the needs of the handicapped population of Utah. It includes an executive summary report which is used as a transitional document for planning for the expenditure of funds to handicapped programs. The report is also distributed to Utah's congressional delegation in order to provide information for federal programs to the handicapped.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in issues concerning the handicapped population of Utah and the needs expressed by the agency.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 6310

TITLE: Report on population of people with disabilities in Utah

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 27747

3

TITLE: UDDC self- or other agency audits

DATES: 2003-

ARRANGEMENT: chronological by year, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Periodic performance audits of the Utah Developmental Disabilities Council (UDDC) by UDDC and other agencies are conducted. These audits are used by UDDC for reference. Records include reports on goals and results pertaining to agency programs and agency record keeping and contracts. Recommendations on the findings of reports are included.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives.

APPRAISAL:

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

These records may be sent to the State Archives after 10 total years but must not be destroyed or weeded. Weeding of the files is done at the time of archiving and a concerted effort is made to send as little as possible.

AGENCY: Department of Health and Human Services. Division of Services to People with Disabilities.
Utah Developmental Disabilities Council

SERIES: 27747

TITLE: UDDC self- or other agency audits

(continued)

PRIMARY DESIGNATION:

Public