

Retention and Classification Report

Agency: Dept. of Systems Planning (305)

5000 State Office Building
Salt Lake City, UT 84114
801-538-3450

Records Officer: _____

12313	*Annual reports
27624	*Data Processing Jobs and Requests
83971	*Publications

AGENCY: Department of Administrative Services. Division of Data Processing

SERIES: 12313

3

TITLE: Annual reports

DATES: 1970-1978.

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Department of Systems Planning activities from the previous year with information pertaining to agency activities, agency staff, data processing, systems planning, computing, legislation, and fiscal and financial operations.

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 historical value(s).

These reports document the programs, policies, and functions of the agency.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Administrative Services. Division of Data Processing

SERIES: 27624

3

TITLE: Data Processing Jobs and Requests

DATES: 1966-1979.

ARRANGEMENT:

DESCRIPTION:

Requests and jobs done by Data Processing for different departments. Requests and recommendations fulfilled are titled with two letters and number to indicate the agency making the request. (example- HE for health, TX for tax commission)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Computer job schedules and reports, GRS-1763.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Microfiche master: Retain in Archives until administrative need ends 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 Data Processing

SERIES: 83971

3

TITLE: Publications

DATES: 1970-1988.

ARRANGEMENT: Chronological.

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, data processing, systems planning, and all other activities of the Division of Data Processing (Department of Systems Planning. This series consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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 historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.