

## Retention and Classification Report

**Agency:** Department of Government Operations. Division of Finance (388)

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

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**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 27023

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains weekly activity reports that document the productivity of Finance employees. These include personnel issues, fraud issues, upcoming events, and notes on employee attendance or participation in forums, conferences, workshops, etc.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

**AUTHORIZED:** 12-18-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (25)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8325

3

**TITLE:** Administrative correspondence

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These files document the primary mission and internal administration of the Finance Division which is to provide accounting and payroll support to all agencies within state government.

**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 State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Microfilm master: 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, and/or historical value(s).  
Disposition based on the value of these records in documenting the history, achievements, actions and activities of the Finance Division.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8325

**TITLE:** Administrative correspondence

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 1026

3

**TITLE:** Administrative records

**DATES:** 1933-1981.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series contains bulletins, monthly termination summaries, non-published studies, correspondence, newspaper clippings, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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, and/or historical value(s).

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8335

3

**TITLE:** Administrative reference and reading files

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of all memoranda and correspondence generated by agencies other than Finance used for general reference by all division employees. It includes names of originator and recipient, date sent, and subject matter.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31040

3

**TITLE:** Agreements and contracts

**DATES:** 2010-

**ARRANGEMENT:** Alphabetical by contract name.

**DESCRIPTION:**

These records contain agreements and contracts signed by the director of the division of finance.

**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:**

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).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5984

3

**TITLE:** Annual Comprehensive Financial Report

**DATES:** 1920-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

The Comprehensive Annual Financial Report, or Annual Comprehensive Financial Report, is presented in three sections; Introductory, Financial, and Statistical. The Introductory section contains a list of principal officials, transmittal letter, state organization chart, and graphic presentations, giving an overview of state operations. Included in the Financial section are the general purpose financial statements and footnotes; the individual, combining and account group financial statements; and the State Auditor's report. A history of selected financial and demographic information is in the Statistical section. The report includes all funds and account groups of the State. This report is published annually to summarize the financial position and results of operations in the state. The data is divided into sections regarding various funds, such as General Fund, Uniform School Fund, Transportation Fund and so forth. Note that this is not an audit, so no opinion is expressed as to whether or not data presents fairly the financial position of the State. Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5984

**TITLE:** Annual Comprehensive Financial Report

(continued)

authority to weed.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

Disposition based on value of records in documenting the annual financial position and results of operations for the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8326

3

**TITLE:** Annual leave compilation card (agency copy)

**DATES:** 1975-2024.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is used to summarize the current year's leave taken by each employee. Each employee signs the card and then it is put in their personnel file. These documents include social security number, date hired, vacation rate, leave amounts during each pay period, leave balances, and employee's signature.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then file in personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82267

3

**TITLE:** Applications for American Express cards

**DATES:** 1980-2000.

**ARRANGEMENT:** none

**DESCRIPTION:**

These cards are issued for use on State business. The application is sent to American Express but the files contain a letter of authorization, agreements with travel agencies, and a copy of the application.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after superseded or obsolete and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 1011

1

**TITLE:** Audit reports

**DATES:** 1897-1969.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Reports prepared by departmental auditors as a result of a division audit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31026

3

**TITLE:** Background check log

**DATES:** 2024-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This record is a log of which Division of Finance employees have completed background checks and when those background checks were completed. These records do not contain background checks, those records belong to the Division of Human Resource Management.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(2)(b,d) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 1031

1

**TITLE:** Budget analysis records

**DATES:** 1973-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains correspondence or subject files of formally organized budget administration, and reflecting policy decisions affecting expenditures for agency programs.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document policies and decisions of the state finance department.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5757

3

**TITLE:** Budget and appropriation request manuals

**DATES:** 1967-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains budget and appropriation request manuals. The manuals contain information pertaining instructions for request forms, sample forms, and previous budgets and appropriations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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, and/or historical value(s). Records in this series have administrative value. There may be historic value. Re-evaluate.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8327

1

**TITLE:** Budget and planning files

**DATES:** 1955-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are papers used to assist in the preparation of the division budget to justify budget requests presented to the department director. These files include working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates -- including duplicate appropriation language sheets, narrative statements, and the bureau's copies of reports submitted to the budget office. It also contains reports on the status of appropriation accounts and apportionment. This information is used to justify budget requests: Budget summaries- low organizational number, program number, the fiscal year involved, the budget number, and a breakdown of budget items by classification, amount of the annual work program, the allotment year to date, the current month's expenditures, the year-to-date expenditures, and the uncommitted allotment balance; Long-term plans- gives the name of the department, name of the program, the low organizational number, the program title, the program authority, a low organizational number, the program title, the program authority, a statement of the problem or need, the program objective, the method to obtain the objective, the method of evaluation, the performance measures by year, the number of full-time positions required by the program by year, the total budget per year, the percent of collections per year, the percent of other funding sources per year, the long-run concerns, an analysis of the program's impact on the preliminary growth management policy, and the capital facility needs; Workload increase requests- gives the year of the request, an analysis of alternative, the specific request, Schedule Six data, posting control information, the additional funds needed to meet the workload increase and the means of securing the funds, a breakdown of the increased staffing needed including the title and grade of the positions, the additional salary and benefits costs, and a breakdown of the increases in other expenses such as travel and space.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8327

**TITLE:** Budget and planning files

(continued)

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 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, fiscal, and/or historical value(s).

Disposition based on the value of these records in documenting the budget process for the agency including working papers and supporting detail.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18687

3

**TITLE:** Budget report and fiscal detail

**DATES:** 1964-

**ARRANGEMENT:**

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

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

This appraisal is based on the need for the agency to track budget appropriations. The records also have historical value as they document state budget appropriations.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18687

**TITLE:** Budget report and fiscal detail

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8331

3

**TITLE:** Capital outlay of property inventory

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

This file is used to track and control Finance's office equipment, such as typewriters, chairs, and desks. The documents include a general description of the property, its original cost, and the inventory control number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 1609

3

**TITLE:** Certificate of expenditure reports

**DATES:** 1972-1973; 1980-1982.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are daily check registers and warrant claims are pre-audited as to legality and propriety of the expenditure. Included are income tax refunds sent to host for payment.

**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 7 years and then destroy.

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82291

3

**TITLE:** Certificates of participation

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by agency

**DESCRIPTION:**

In 1984 there was money loaned to the state agencies for fixed asset purchase. These files are a history and tracking of that loan money as it is paid back to the loanee. They include a list of equipment purchased, bills, amount spent, and payment history. These are leasing agreements between State agencies and the Division of Finance.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after loan is repaid and then destroy.

**APPRAISAL:**

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



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30966

3

**TITLE:** Child support and garnishment records

**DATES:** 2018-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These records contain the supporting documentation needed to establish payroll deductions for child support and other garnishments.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82292

3

**TITLE:** Clearing pattern for state checks list

**DATES:** 1984-

**ARRANGEMENT:** numerical

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This file tracks the method of drawing state funds from federal grants and how long it takes to clear a check. The final object of this list will be to make up a master schedule of grant draws so all grant money will be used within the time allotted.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 25845

3

**TITLE:** Community Impact Board Loan/Bond transcripts

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date of receipt from attorney

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

The Community Impact Board (CIB) receives monies from federal mineral lease funds assessed on energy and mineral developers on public lands. These funds are distributed as loans or grants to local communities to help mitigate the impact of these developers. The loans may be for building streets, water services, or other improvements. This series contains the transcripts of the Community Impact Board bond issue proceedings. The documents are bound legal transcripts.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 25845

**TITLE:** Community Impact Board Loan/Bond transcripts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3750

3

**TITLE:** Comparative budget analysis reports

**DATES:** 1969-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains comparisons between the Governor's recommended budget and the Legislature's appropriations with information pertaining to agency name, appropriation name, funding amounts, program expenditures and financing plans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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).

Records in this series document agency history, functions, and decisions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8328

3

**TITLE:** Completed applications for leave forms (agency copy)

**DATES:** 1985-2024.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is the authorization and record copy for each employee who takes leave during work hours. This is also the source document for the annual leave documentation card. These documents include employee's name, department and division, type of leave, the number of leave hours, the date of the request, the employee's signature, and their supervisor signature.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31011

3

**TITLE:** Continuity of Operations records

**DATES:** 2013-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records contain the Division of Finance's emergency preparedness plan, corresponding risk assessments, preventative measures, and other corresponding documentation.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31009

3

**TITLE:** Cost accounting chart of accounts procedure records

**DATES:** 2022-

**ARRANGEMENT:** Chronological by phase, thereunder alphabetical by agency and topic.

**DESCRIPTION:**

These records document the procedures used to implement the cost accounting chart of accounts and associated processes. These records are used to coordinate with other agencies and provide implementation information for the FIS (Financial Information Systems) team. These records also include recordings of meetings with agencies. Meeting recordings are used for training purposes.

**RETENTION:**

Retain for 4 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

**AUTHORIZED:** 01-28-2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 4 years after superseded and then delete.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30835

3

**TITLE:** Credit card payment forms

**DATES:** 2006-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records contain the documentation necessary to establish a payment transaction relationship between an agency and a merchant or service provider. These records include credit card implementation checks list, applications for merchant ID, applications for user ID, and other vendor forms.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31033

3

**TITLE:** Data warehouse diagnostic reports

**DATES:** 2022-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records document the use or lack of use of reports configured to allow other agencies to extract data from the state data warehouse. They are used to determine if a report should be maintained or sunset.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31032

3

**TITLE:** Data warehouse report troubleshooting and bug fix records

**DATES:** 2020-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records contain troubleshooting and bug fixes for financial reports that extract information for the state data warehouse. They are used to record fixes for reports developed for other agencies. They are retained for reference and to avoid the need to build troubleshooting and bug fixes from scratch

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31031

1

**TITLE:** Data warehouse unique fields and tables agreements

**DATES:** 2021-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records document the creation and approval of unique fields or tables in the data warehouse. Unique fields and tables are created at the request of other agencies.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years after expiration and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30549

1

**TITLE:** Disbursements Team working documents for processing FINET transactions - 3-year

**DATES:** 2023-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the temporary working documents necessary for the delivery and replacement of checks. The preservation records for these transactions are retained in the FINET Account Database Records - 10 Year record series. These records are retained on the shared drive as reference and/or supporting documentation.

**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:**

Computer data files: Retain in Office for 3 years and then delete.

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30902

3

**TITLE:** Disbursements team working documents for processing FINET transactions - 3 year

**DATES:** 2020-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

This record series contains the working documents necessary for the Disbursements team to complete transactions in FINET. These records are not considered a preservation record of the transaction and are retained on the shared drive to facilitate the operations of the Disbursements team.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need is met, whichever is less, and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30902

**TITLE:** Disbursements team working documents for processing FINET transactions - 3 year

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(b) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31027

3

**TITLE:** Employee shared drive access security review

**DATES:** 2024-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records contain the audits of the Division of Finance's employee network drive access.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 6092

1

**TITLE:** Employers index cards

**DATES:** undated.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series is index cards tracking insurance claims by employer. The card includes the name of the employer as well as their insurance policy number. Then, spaces are provided for the incident number, claim number, employee name, and the date of the accident.

**RETENTION:**

Retain for 5 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: Retain in Office for 5 years and then destroy.

Microfilm master: Retain in Archives for 5 years and then destroy.

Microfilm duplicate: Retain in Archives for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 7718

3

**TITLE:** Equipment inventory files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

This is a record of the equipment purchased and owned by the bureau, used as a management control and accounting tool. It includes inventory control sheets, technical manuals, operating instructions, capital equipment lists, and requests for equipment or supplies.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1986

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until updated and then destroy.

Paper: Retain in Office until the equipment is no longer functional and then destroy.

**APPRAISAL:**

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

Inventory control sheets and other records showing the equipment the bureau owns are needed to show what equipment the bureau is charged with. Once they have been updated, they are no longer needed. Manuals that come with equipment should be kept as long as the equipment is kept for bureau reference.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 979

3

**TITLE:** Executive correspondence

**DATES:** 1950-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

Correspondence documents the administration or management of the Department of Finance, office organization, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain until administrative need ends

**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: For records prior to and including 2019. Retain in State Archives permanently with authority to weed.

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 979

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

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

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18682

3

**TITLE:** Expenditure reports

**DATES:** 1942-1979.

**ARRANGEMENT:** Chronological.

**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 Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 26072

1

**TITLE:** FI-NET upgrade requests

**DATES:** 1994-

**ARRANGEMENT:** Numeric by FI-NET upgrade number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This series documents upgrades and changes made to FI-NET, the State Financial System housed and monitored through the Division of Finance. These upgrades or changes are requested by state agencies using FI-NET. Documents include Service Requests, Problem Reports, and other documentation needed to make data changes to the FI-NET system.

**RETENTION:**

Retain for 16 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: Retain in Office for 1 year after requested upgrade is completed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30547

3

**TITLE:** FINET accounting database records - 10-year

**DATES:** 2013-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the electronic financial transactions for the State's general funds, special revenue funds, permanent funds, capital project funds, debt service funds, proprietary funds and custodial funds. This also contains the electronic financial transactions for the State's component units who utilize the state's general ledger system. PDFs, Excel, Word files, and other supporting documents may be attached to transactions. These financial transactions support each fund's or component unit's assets, liabilities, expenses/expenditures, revenues, and fund balance.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30547

**TITLE:** FINET accounting database records - 10-year

(continued)

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2023.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30545

3

**TITLE:** FINET accounting database records - trusts

**DATES:** 2006-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the electronic financial transactions for the State's trust funds. PDFs, Excel, Word files, and other supporting documents may be attached to transactions. These financial transactions support each fund's assets, liabilities, expenses/expenditures, revenues, and fund balance.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Trust financial records, GRS-1858.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years after final action and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2023.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30901

3

**TITLE:** FINET Vendor or Customer Table

**DATES:** 1996-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain vendor and customer information necessary for processing and accepting payments in FINET. This table is a living document that is updated daily.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(b) (2024)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3623

3

**TITLE:** Finance commission public hearings minutes

**DATES:** i 1941-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are the highlights of the decisions, actions, and major subjects discussed at each meeting of Utah's Finance Commission. The information from these minutes includes date of each meeting, bids disclosures, approved contractors, authorized appropriations, and meeting attendees.

**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 Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s).  
These records document the planned use of public funds.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3623

**TITLE:** Finance commission public hearings minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31039

3

**TITLE:** Finance policy exceptions

**DATES:** 2019-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records document exceptions to finance policy granted by the division director.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30856

3

**TITLE:** Finance servers temporary processing records

**DATES:** 2022-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are used by the Division of Technology Services to complete back end functions and processes that support multiple systems within the Division of Finance. These records are retained on a batch server or SFTP server. Once the records are processed a copy of the data is moved into an archived folder. The records are deleted automatically after meeting a period of time which is specific to each record type. This process allows for data retrieval in the event troubleshooting is needed within the noted timeframe.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30856

**TITLE:** Finance servers temporary processing records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d) (2024)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(12) (2024)

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31010

3

**TITLE:** Finance system access review records

**DATES:** 2024-

**ARRANGEMENT:** Alphabetical by employee surname.

**DESCRIPTION:**

These records contain the annual security review of access to FINET, FINDER, SAP, and other systems. These records are used to identify teammates who have changed positions and no longer need access to these systems, and ensure that those teammates' permissions have been deactivated.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12)



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30548

3

**TITLE:** Financial Reporting Team working documents for processing FINET transactions - 10-year

**DATES:** 2023-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the working documents necessary to complete the transactions of the FINET Account Database - 10 Year record series. These records are retained on the shared drive as reference and/or supporting documentation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5977

4

**TITLE:** Financial statements

**DATES:** i 1942-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These fiscal reports were used by the state auditor in the examination of the State's Accounting system. They were also used by departmental and divisional fiscal managers as reference tools for the previous year's fiscal detail. These documents include balance sheets, a statement of fund charges and transfers, a revenue statement, an appropriations statement, allotments and expenditures, state road costs distributions, and fund balances.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

This microfilm disposition is based on a stated historical need by the agency. Paper records are based on a fiscal need.

**RETENTION JUSTIFICATION:**

We requested permission to de-accession and destroy 5 rolls of microfilm. The agency wants to keep these permanently because they might have future historical research interest. Because it is only 5 rolls we have agreed to keep these items.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5977

**TITLE:** Financial statements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18714

3

**TITLE:** Fiscal operation reports

**DATES:** 1962-1977.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of the funds and accounts maintained by the agency. The reports contain information pertaining to encumbered accounts, unappropriated balances, revenue, appropriations, finances, allotments, and expenditures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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, and/or historical value(s).

Records in this series appear to have only temporary fiscal and administrative value with little or no ongoing historic value.

Re-appraise (see EXPENDITURE ACCOUNTING POSTING AND CONTROL FILES (Item 7-20)).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8329

3

**TITLE:** Fiscal records

**DATES:** 1972-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records relate to the cost of operating the division. They include posting and control media which is the agency's copy of the appropriation and allotment ledgers; telephone billing forms; charges to the department's accounts, operating instructions and warranties for their equipment; memoranda and correspondence; and, information on equipment suppliers, services, and training. Information includes charges for equipment, types of equipment, information on space and organizational needs, and the routine expenses incurred by the bureau in the performance of its duties.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82266

3

**TITLE:** Forfeitures of property in felony cases files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are a history of what happens to property seized in felony (drug) cases. These files include correspondence and final disposition of property (ie sold by apprehending agency, sold by surplus property or turned back to owner).

**RETENTION:**

Retain for 4 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
The statute of limitation for bring a complaint in a felony case is 4 years as per UCA 76-1-302.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 958

3

**TITLE:** General ledgers

**DATES:** 1936-1973.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in Archives for 7 years and then destroy.

Microfilm duplicate: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 2640

3

**TITLE:** Insurance claims files

**DATES:** 1963-1989.

**ARRANGEMENT:** Chronologically by calendar year, thereunder numerically by claim number.

**DESCRIPTION:**

This series contains files on life insurance and some disability insurance claims.

**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 historical value(s).

This series has permanent historical value as representative documentation of how the state handled death and disability claims.

**PRIMARY DESIGNATION:**

Private

This series contains private records, including death certificates, which are considered private for 50 years under Utah Code 26-2-22.

**SECONDARY DESIGNATION(S):**

Public



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18670

3

**TITLE:** Insurance fund biennial reports

**DATES:** 1942-1956.

**ARRANGEMENT:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 84382

1

**TITLE:** Interdepartmental transfers

**DATES:** 1979-1996.

**ARRANGEMENT:** Alphanumerical by document number

**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: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public 63G-2-301(1-3) (2008)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5780

3

**TITLE:** Intergovernmental service accounts summary report

**DATES:** i 1972-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**  
Holdings 1972, 1978

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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 fiscal, and/or historical value(s).

Disposition based on value of documents in reflecting agency actions, accounts for research purposes.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3756

3

**TITLE:** Intergovernmental service fund reports

**DATES:** 1971-1978.

**ARRANGEMENT:** Chronological.

**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 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.

**APPRAISAL:**

These records have historical value(s).  
Records in this series document agency history and functions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30831

3

**TITLE:** Internal Controls and Post Audit Temporary Records

**DATES:** 2024-

**ARRANGEMENT:** None.

**DESCRIPTION:**

This record series contains the documents required to aid the Division of Finance in conducting post audits, internal control reviews, and other special audits. They are retained on the shared drive for reference.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private 63G-2-302(2)(d) (2024)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2024.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30832

3

**TITLE:** Internal controls and post audit preservation records

**DATES:** 2024-

**ARRANGEMENT:** Chronological by fiscal year, thereunder by agency.

**DESCRIPTION:**

This record series contains the Division of Finance's audit reports and work papers for post audits, internal control reviews, and other special audits. They are retained on the shared drive for reference.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

May 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:**

Computer data files: Retain in Office for 10 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 Government Operations. Division of Finance

**SERIES:** 30836

3

**TITLE:** IRS 1099 Forms

**DATES:** 2024-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records contain the IRS 1099 forms and supporting documentation for all 1099 reportable vendors with payments of that meet the IRS reportable threshold.

**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:**

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3625

3

**TITLE:** Legislative council budget request hearings minutes

**DATES:** 1955-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are transcripts from the hearings between the legislative council and agency representatives regarding budget requests for an upcoming fiscal year. This record includes a brief explanation of the budget request and the reasons for the amount requested. It also contains a record of the discussions held between the agency representative and members of the council.

**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 State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

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

These minutes document the use of public funds.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3622

3

**TITLE:** Lost warrant affidavits

**DATES:** i 1982-1985.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This is legal documentation explaining and justifying a lost warrant.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Warrant/check - lost, GRS-1837.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social security number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30925

3

**TITLE:** Medical cannabis financial institution validation records

**DATES:** 2021-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records contain the documentation necessary to obtain and maintain validation to act as a financial institution for medical cannabis production establishment or medical cannabis pharmacy. These records include self-certifications and documentation of compliance with federal fraud and financial crime enforcement regulations, National Automated Clearinghouse Association Rule and Operating Guidelines, the Gramm-Leach-Bliley Act, and the standards established by the American Institute of Certified Public Accountants.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance  
**SERIES:** 30925  
**TITLE:** Medical cannabis financial institution validation records

(continued)

**PRIMARY DESIGNATION:**  
Private                      Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 976

3

**TITLE:** Minute books

**DATES:** 1941-1961; 1983-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2005), et seq. "Written minutes shall be kept of all open meetings" (UCA) 52-4-7 (2005)). May include agenda, meeting minutes, transcripts, and other supporting documentation.

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 State Archives permanently 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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 976

**TITLE:** Minute books

(continued)

documentation.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3626

4

**TITLE:** Monthly budget operating report

**DATES:** i 1969-1976.

**ARRANGEMENT:** None

**DESCRIPTION:**

This record was used to report the monthly expenditures, appropriations, and allotments for every state spending authority. Information includes accounting codes, cost codes, annual budget allowance, allotments to date, purchase orders outstanding, current and month-to-date expenditures, unencumbered allotment balance, and the percentage of the agency's budget which had been expended.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).  
This disposition is based on the administrative needs of the agency.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8332

3

**TITLE:** Out of state travel authorizations (agency copy)

**DATES:** 1984-2024.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an authorization to travel sent through the division and the department to Finance. There it is used as a verifying document that the individual submitting the travel voucher was authorized to travel and allows Finance to pay him. These documents include an estimation of the cost of the trip, the destination and the dates of the trip, the employee's name, the employee's division and department, an authorizing signature, the low organization number, and the reason for travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30926

3

**TITLE:** P-Card administration and expense reporting records

**DATES:** 2024-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains documentation of administration of the p-card (purchasing card) program and p-card reporting records. Administrative documentation includes applications, monthly statements, monthly invoices, administrative correspondence, and other documentation required for supporting the p-card program. Reporting records include approvals, invoices, receipts, reconciliations, and other supporting documentation required for processing expense reports.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30926

**TITLE:** P-Card administration and expense reporting records

(continued)

**PRIMARY DESIGNATION:**

Public

Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30834

3

**TITLE:** Payment card industry information database

**DATES:** 2006-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This database contains records of merchant environments and Payment Card Industry - Data Security Standards (PCI DSS) compliance necessary to manage the state's merchant profile and compliance with PCI DSS.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until superseded and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30833

3

**TITLE:** Payment card industry self assessment security questionnaires

**DATES:** 2006-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records consist of completed Payment Card Industry - Data Security Standards (PCI DSS) questionnaires that merchants and service providers use to report their PCI DSS self assessment. These questionnaires are used to certify that merchants and service providers are in compliance with data security standards.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2024.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30958

3

**TITLE:** Payroll biweekly records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain the biweekly payroll, deduction, tax, and garnishment reports for State of Utah payroll. These records are retained for 10 years after the death or retirement of an employee. If the Division of Finance is not made aware of the retirement or death of an employee, these records are retain for 65 years after the start date of the employee.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g) and (n)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30969

3

**TITLE:** Payroll calendar and fiscal year end records

**DATES:** 1997-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records include the reports and documentation necessary to process the payroll calendar and fiscal year end. They include reports on leave balances, premium updates, and additive rates for comp and excess. They also include the payroll calendars and virtual calendars.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30961

1

**TITLE:** Payroll changes records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain documentation of changes and retroactive changes in payroll including the hiring, termination, promotion, and salary changes for State of Utah payroll. These records are retained for 10 years after the death or retirement of an employee. If the Division of Finance is not made aware of the retirement or death of an employee, these records are retain for 65 years after the start date of the employee.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g),(n)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30960

3

**TITLE:** Payroll deductions records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain URS, PEHP, and other deductions for State of Utah payroll. These records are retained for 10 years after the death or retirement of an employee. If the Division of Finance is not made aware of the retirement or death of an employee, these records are retain for 65 years after the start date of the employee.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g),(n)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30971

3

**TITLE:** Payroll knowledge base

**DATES:** 2002-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain the payroll support knowledge base, business processes and procedures, and supporting documentation. The knowledge base is a user guide that contains instructions for completing tasks and troubleshooting payroll systems.

**RETENTION:**

Retain for 4 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

**AUTHORIZED:** 01-28-2021

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 4 years after superseded and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**SECONDARY DESIGNATION(S):**

Protected. Utah Code 63G-2-305(12)



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30965

3

**TITLE:** Payroll reconciliation and audit reports

**DATES:** 2020-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records consist of reports that are used to audit payroll. They include new hire rehire reports, rehire leave audits, W4 mismatch reports, claims reports, adjustments reports, federal order of the police reports, ERIC entries reports, nonresident alien reports, tax reports, retirement reports, return item reports, notification of change reports, 941 tax reports, and other reports.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-301(1)(g)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30970

3

**TITLE:** Payroll system access requests

**DATES:** 2022-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records contain the forms that must be completed for a teammate to be granted access to the payroll system.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30968

3

**TITLE:** Payroll system testing records

**DATES:** 2024-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records document testing the payroll system to implement new features, verify IRS and tax changes, and other system updates.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30959

3

**TITLE:** Payroll tax filings records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain the federal and state/local tax deductions and notices for State of Utah payroll. These records are retained for 10 years after the death or retirement of an employee. If the Division of Finance is not made aware of the retirement or death of an employee, these records are retain for 65 years after the start date of the employee.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g),(n)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30963

3

**TITLE:** Payroll temporary processing records

**DATES:** 2021-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records are temporary files that are used to process payroll. They are used to run reports in databases or process changes in databases.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-302(1)(g)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30962

1

**TITLE:** Payroll time and attendance records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain documentation of timesheets, time off requests, and overtime for State of Utah payroll.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g),(n)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30964

3

**TITLE:** Payroll working documents

**DATES:** 2017-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

This records series contains the working documents necessary to facilitate payroll processes within the payroll database. These records include the documentation necessary to complete off cycle checks, replacement check for rejected direct deposits, w4 updates, direct deposit deletes and updates, name changes, dual time sheets, reimbursements, deductions, workers comp adjustments, wage changes, personal vehicle mileage reporting, relocation reimbursements, employee severance, and other payroll processes.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30964

**TITLE:** Payroll working documents

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(1)(g)



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30986

3

**TITLE:** Payroll year end records

**DATES:** 2003-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain W2 forms, W3 forms.

**RETENTION:**

Retain for 65 year(s) after date of hire

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 65 years after date of hire and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

Utah Code 63G-2-302(1)(g,n) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5978

4

**TITLE:** Personal surety bonds

**DATES:** i 1960-1962.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are performance bonds bought by the Division of Purchasing as insurance against an employee's malfeasance or criminal action while in office that could damage the state financially. Information includes agency name, employee name, bond number, investment company name, amount of bond, expiration date, name of agent administering bond, premium amount, and type of bond.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 2 years after expiration of performance and then destroy.

**APPRAISAL:**

These records have legal value(s).  
This disposition is based on the agency's administrative need.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8333

3

**TITLE:** Personnel files (agency copy)

**DATES:** 1953-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is the complete work history of an individual while employed by the state. This record includes name, address, social security number, work history, all changes in employee's grade, step, pay, position title and classification code, letters of commendation, letters of recommendation, training completion certifications, application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plans, and position descriptions questionnaires. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation or transfer and then transfer to State Records Center. Retain in State Records Center for 63 years.

Microfilm master: Retain in Office for 2 years and then transfer to Archives. Retain in Archives for 63 years and then destroy.

Microfilm duplicate: Retain in Office for 2 years and then transfer to Archives. Retain in Archives for 63 years and then

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8333

**TITLE:** Personnel files (agency copy)

(continued)

destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8334

3

**TITLE:** Policies

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are the policies of the Division of Finance.

**RETENTION:**

Permanent. Retain for 1 year(s) or for 0

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Microfiche master: For records prior to and including 2011.  
Retain in State Archives permanently with authority to weed.

Paper: For records prior to and including 2024. Retain in Office  
for 1 year or until superseded and then transfer to State  
Archives with authority to weed.

Microfiche duplicate: For records prior to and including 2011.  
Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on value of records in agency history as  
reflected in its policies and procedures.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8334

**TITLE:** Policies

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 29844

3

**TITLE:** Post-conviction capital sentence financial records

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by inmate surname.

**DESCRIPTION:**

These records document the Division of Finance's function to pay attorney fees and litigation expenses incurred in providing representation to death row inmates in post-conviction capital sentence cases (see Utah Code 78B-9-202(3) (2011)).

**RETENTION:**

Permanent. Retain for 7 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 57 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years after final action and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 29844

**TITLE:** Post-conviction capital sentence financial records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(18)(2019)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31030

1

**TITLE:** Project management records

**DATES:** 2023-

**ARRANGEMENT:** Alphabetical by project name.

**DESCRIPTION:**

These records are used to plan, manage, and track progress of projects within the Division of Finance. They include status reports, long term planning records, project breakdowns, and project management workspaces and spreadsheets.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years after final action and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31028

3

**TITLE:** Project management system records

**DATES:** 2023-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records document the tasks and projects within the Division of Finance and are maintained in the Jira and Confluence database. They are used to coordinate teams, plan workloads, and track project progress and completion.

**RETENTION:**

Retain for 1 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Project management records, GRS-21.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 1 year after end of program (Finance is the program) and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3749

3

**TITLE:** Publications

**DATES:** 1921-

**ARRANGEMENT:** Alphabetical by publication type, thereunder chronological by year.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. This also includes the Division of Finance website, which is crawled by the Division of Archives and Records Service twice per year.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 State Archives permanently after microfilming.

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

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

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

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Reports have ongoing research value.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3749

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 988

1

**TITLE:** Purchase ledger

**DATES:** 1936-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

1947 volume has sections for appropriation, personal services, current expense, capital outlay, and payroll by individual employee.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 31029

3

**TITLE:** Quarterly release planning records

**DATES:** 2023-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records document quarterly planning and prioritization of projects and operations within the Division of Finance. They are used to coordinate teams and plan workloads. They include project lists, agendas, presentations, and other supporting documentation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2024)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8336

3

**TITLE:** Records transfer sheets (agency copy)

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are inventories of all records sent to the Utah State Archives. A copy of the transfer sheet is transferred along with the records to the State Archives. When the transfer is complete and the records have been processed and stored, the transfer sheet with the accession number is returned to the agency. These documents include name of originating agency and the records officer, date of the transfer, the accession number, the retention and disposition of the records series, and description of the contents of all boxes transferred object matter.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final disposition of the records is reached and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 994

3

**TITLE:** Resolutions

**DATES:** 1946.

**ARRANGEMENT:** Numerical.

**DESCRIPTION:**

Resolution number 38, Teachers' Retirement Fund (29 April 1946), and resolution number 43, State Insurance Fund (22 August 1946), are included in this series.

**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 historical value(s).

These resolutions have historical value as they document the activities and initiatives promoted by the the Division of Finance.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30967

3

**TITLE:** Retirement working records and retirement reports

**DATES:** 2014-

**ARRANGEMENT:** Chronological by calendar year.

**DESCRIPTION:**

These records contain the documentation to prepare, process, and audit employee retirement. They are used to calculate a retiree's HSA, leave, sick time, 401k, and other payouts. They are also used to verify DHRM's retirement assessments, provide support to URS, research discrepancies, and adjust retirement benefits.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1)(g)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3628

4

**TITLE:** Revenue and refund report

**DATES:** i 1964-1977.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This is a month's end report of revenue sources collected by state divisions on a daily basis. Information includes date, funding code, department and division code, revenue code, receipt number, and dollar amount (dollar totals are included at the end of each division's daily receipts).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on state audit requirements.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5706

3

**TITLE:** Revenue projections reports

**DATES:** 1968-1972.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports created to provide the agency with revenue estimates for the General Fund and the Uniform School Fund. The reports contain information pertaining to revenue, income, population, employment, and taxes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**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, and/or historical value(s).

Records in this series appear to have only temporary administrative and fiscal value but little or no ongoing historic value. Should be reappraised.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3629

4

**TITLE:** Revenue summary and comparison report

**DATES:** 1978-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are year-to-date summaries with a yearly summary of revenue taken in by the state and compared to the previous year's totals. This report was produced twice per year. Information includes net totals for revenue sources such as taxes, license fees, grants, and loans which are divided into general fund balances and divisional totals. It also contains funding codes, departmental and divisional net totals from the previous year, the percentage of projected revenue collected during that time period, and the current year's totals with the percentage of projected revenue collected.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1987

**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 destroy.

Microfilm master: Retain in Archives for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs of the agency.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3629

**TITLE:** Revenue summary and comparison report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 993

3

**TITLE:** Road ledgers

**DATES:** 1944-1946.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These financial statements and schedules, as reflected by the records of the Department of Finance, were prepared for the State Road Commission.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center until reviewed and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2016.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5912

3

**TITLE:** Schedule of work programs reports

**DATES:** 1963-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Work programs reports provide a detailed list of projected revenue and expenditures within state agencies for the coming year. The reports have information pertaining to summary of expenditures; summary of plan for financing; schedule of restricted accounts; schedule of other funds and trust and agency accounts, schedule of appropriations; schedule of changes in federal grants and collections; and allocation of salary adjustments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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, and/or historical value(s). Records appear to have only temporary administrative and administrative value with little or no ongoing historic/research value. Re-appraise in light of State General Schedule BUDGET ESTIMATES AND JUSTIFICATION FILES (Item 2-7).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82290

3

**TITLE:** Single audit files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files are kept in hard copy and on a Personal Computer diskette. It is a register of federal grants and the money in each. They include the granting agency, receiving agency, grant number, amount and how much spent. It goes to the State Auditor.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This information is an audit file and should be kept 3 years.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5979

4

**TITLE:** State Insurance Fund resolutions and motions

**DATES:** i 1941-1952.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of changes made by the Finance Commission for work procedures in certain trades or areas of employment. These were changes made as a result of unsafe practices identified by the Industrial Commission through the claims filed with the State Insurance Fund. These claims were filed by employees who had suffered on-the-job accidents. These records also document any policy changes adopted by the Commission. Information includes description of revision (addition), manual reference numbers, approving signatures, date, compensation rates, rate sources, and policy memoranda.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the records' value in documenting policy changes.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5756

3

**TITLE:** State road annual reports

**DATES:** 1954-1975.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These annual and semi-annual financial statements and schedules, as reflected by the records of the Department of Finance, were prepared for the State Road Commission. Most reports are on paper but a few (designated by the symbol [F]) have been reproduced on microfiche. This series is composed of annual reports for the following fiscal years (July 1 through June 30): 1953-54, 1954-55, 1955-56, 1956-57, 1957-58, 1958-59, 1959-60, 1962-63, 1963-64 [F], 1964-65, 1965-66 [F], 1966-67, 1967-68, 1968-69, 1969-70, 1970-71, 1971-72, 1972-73, 1973-74 [F], 1974-75 [F]. The annual report for 1959 was for the calendar year (January 1 through December 31).

Included are semi-annual reports published for the last six months (July 1-December 31 )the following years: 1954, 1955, 1956, 1957, 1958, 1959, 1961, and 1962.

**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 after microfilming.

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).

Publications document agency history and functions. Reports have ongoing research value.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5756

**TITLE:** State road annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 6415

3

**TITLE:** State road expenditure reports

**DATES:** 1962-1972.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

General accounts ledger for road sections, showing debit and credit entries, and reflecting expenditures in summary.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5988

3

**TITLE:** Statement of benefits paid to reimbursement claimants

**DATES:** i 1984-2024.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

A listing of unemployment benefits paid to terminated employees.  
This series is generated monthly from the Employment Security  
Division for unemployment compensation.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State  
Records Center. Retain in State Records Center for 3 years and  
then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30889

3

**TITLE:** Statewide annual group gathering report and supporting documentation

**DATES:** 2005-2023.

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

This record series contains the documents required to complete the LPD016 Annual Group Gathering Report for state agencies. These records only include group gatherings that cost less than \$50,000. These documents are retained in the shared drive.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 5 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18690

3

**TITLE:** Surplus property records

**DATES:** 1947-1959.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Records surplus property on a "allocable property list".

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 records documenting surplus property over a twelve year period.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30903

3

**TITLE:** TAXI system records and supporting documentation

**DATES:** 2013-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contained within the TAXI system. These records also contain reports received from the Tax Commission and UDOT, audit files, release letters, and the records necessary to process a release. When a release is identified it is processed in FINET.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years after administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30927

3

**TITLE:** Travel request and reimbursement preservation records

**DATES:** 2013-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the documents required to authorize and reimburse travel and other expenses of board members, state officers, and state employees.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30928

3

**TITLE:** Travel request and reimbursement temporary records

**DATES:** 2018-

**ARRANGEMENT:** Alphabetical by division name.

**DESCRIPTION:**

This record series contains the documents required to authorize and reimburse travel and other expenses of state officers and state employees of the Department of Government Operations. After these documents have been processed, they are retained on the shared drive for reference.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years or until administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82174

3

**TITLE:** Turn over savings report

**DATES:** 1986-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a report to the legislature on the saving by employee turnover (attrition, early retirement etc.)

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30904

3

**TITLE:** Unemployment payment records

**DATES:** 2013-

**ARRANGEMENT:** Chronological by fiscal year.

**DESCRIPTION:**

These records contain state agency unemployment insurance payments and supporting documentation. These records are used to process transactions in FINET then retained on the shared drive.

**RETENTION:**

Retain for 3 year(s) or until administrative need, whichever is less

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

**AUTHORIZED:** 11-27-2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 3 years after administrative need, whichever is less and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(b) and (d) (2024)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-201(2) (2023)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30900

3

**TITLE:** Vendor and Customer FINET Records

**DATES:** 1996-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

These records contain FINET VCC (vendor/customer creation), VCM (vendor modification), CCM (Customer Modification), and the forms required to complete them. They are linked to profiles and used to modify vendors and customers. Vendors and customers may include state employees, outside agencies, partners, businesses, federal groups, and others.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

**AUTHORIZED:** 02-07-2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 10 years and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30900

**TITLE:** Vendor and Customer FINET Records

(continued)

**SECONDARY DESIGNATION(S):**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5829

3

**TITLE:** Work programs manuals

**DATES:** 1970-1978.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains instruction manuals to assist in preparation of the Work Program reports. The information in the Work Programs reports is used to prepare a statewide analysis of proposed expenditures for the Governor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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).

Records document agency policy and procedure, history, and functions.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30546

3

**TITLE:** Working documents for processing FINET transactions - trusts

**DATES:** 2006-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the working documents necessary to complete the transactions of the FINET Account Database - Trusts record series. These records are retained on the shared drive as reference and/or supporting documentation.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Trust financial records, GRS-1858.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 7 years after final action and then delete.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2023.