

## Retention and Classification Report

**Agency:** Department of Financial Institutions (398)

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

81353	Annual financial report
02892	Annual reports
81339	Applications: authorization to use restricted Words in name
81342	Applications: depository institutions
84661	Applications: money transmitter licenses
81341	Board meeting minutes
81356	Budget requests
81357	Budget workpapers
81340	Call reports
81345	Depository institution incorporation files
81344	Depository institution statistical financial reports
81358	Deposits to the Treasurer
81343	Examination reports and other supervisory products
81359	Expenditure adjustments
81360	Fixed asset inventory list
81346	General correspondence
81348	Holding companies registration files
81361	Interdepartmental transfers
81350	Monthly reports of public funds in depository institutions
81363	Motor pool operation records
23108	Network News newsletters
81352	Notice to establish a consumer funds transfer facility
81351	Notification of intent to extend consumer credit from credit
81364	Payroll reports
81365	Preliminary payroll
81367	Purchase requisitions
23914	Receipts
81368	Records retention schedule
81369	Records transfer sheets
81370	Staff minutes

81371 Surplus Property disposal records  
81375 Vendor purchase applications  
81376 Warrant requests

**AGENCY:** Department of Financial Institutions

**SERIES:** 81353

3

**TITLE:** Annual financial report

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

**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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on Utah General Schedule 5 Item 5a.

**AGENCY:** Department of Financial Institutions

**SERIES:** 2892

3

**TITLE:** Annual reports

**DATES:** 1913-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains reports of Department of Financial Institutions (formerly Banking Commission and Banking Department) activities from the previous year with information pertaining to agency activities, agency staff, history, banks, credit unions, savings and loans, trust companies, financial holding companies, travelers checks, escrow agents, mortgages, and fiscal and financial operations.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

These records have historical value(s).

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

**AGENCY:** Department of Financial Institutions

**SERIES:** 2892

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Financial Institutions

**SERIES:** 81339

3

**TITLE:** Applications: authorization to use restricted Words in name

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Authorization requests submitted and determinations issued pursuant to UCA Sections 7-1-701, 7-5-4, and 7-22-102. Utah law prohibits a person or entity from transacting business as a depository institution, trust company, or escrow company by using an unauthorized name or restricted word in its advertising or business registrations unless authorized to do so by the department. These files are the documentation resulting from the regulation and approval of this process. The information includes name and address of applicant, proposed name and address, nature of proposed business organization, affiliated organizations, and department approval with or without restrictions.

**RETENTION:**

Retain for 1 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year after expiration.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on administrative needs.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81339

**TITLE:** Applications: authorization to use restricted Words in name

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Financial Institutions

**SERIES:** 81342

3

**TITLE:** Applications: depository institutions

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name of institution

**DESCRIPTION:**

Applications files as required by Title 7 to: establish and engage in business as a state-chartered depository institution (7-1-701, 7-1-704); acquire control of a state-chartered depository institution or its holding company (7-1-703); acquire or assume certain assets and liabilities of a state-chartered depository institution (7-1-703); establish, relocate, or close branches (7-1-708, 7-1-709); relocate a main office (7-1- 501); convert a charter to a different class of institution (7-1-713). Also, applications filed by issuers for registration to sell securities, pursuant to 7-1-301 and 7-1-503. These actions require the approval of the Department of Financial Institutions. These applications include articles of incorporation, charters, historical background of the individual(s) or corporation, names and addresses of organizers/filers/control parties, lists of stockholders and other ownership details, financial status of the corporation or individual(s), proprietary business plans and forecasts, and related correspondence. Some application types above also include non-public personally identifiable information on individuals, including personal financial information and confidential disclosures of criminal history.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer legal documents to legal incorporation.

Computer data files: Retain in Office for 4 years.



**AGENCY:** Department of Financial Institutions

**SERIES:** 81342

**TITLE:** Applications: depository institutions

(continued)

**APPRAISAL:**

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

This appraisal is based on administrative need and UCA 76-1-302.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Financial Institutions

**SERIES:** 84661

3

**TITLE:** Applications: money transmitter licenses

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Applications and renewal applications filed by persons requesting licensure to engage in "money transmission," meaning the sale or issuance of a payment instrument or engaging in the business of receiving money for transmission or transmitting money within the United States or location abroad by any and all means, including payment instrument, wire, facsimile, or electronic transfer. Information in the file assists the agency in both initial licensure and annual license renewals. Licensing is required for the protection of purchasers of third-party payments. The application files include the contents required by Chapter 25 of Title 7.

**RETENTION:**

Retain for 1 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after renewal of license and then destroy.

Computer data files: Retain in Office for 1 year after renewal of license and then delete.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Financial Institutions

**SERIES:** 84661

**TITLE:** Applications: money transmitter licenses

(continued)

**PRIMARY DESIGNATION:**

Private UCA 7-1-802 and 63G-2-302

**SECONDARY DESIGNATION(S):**

Protected. UCA 7-1-802, UCA 63G-2-305 and UCA 63G-2-309

**AGENCY:** Department of Financial Institutions

**SERIES:** 81341

3

**TITLE:** Board meeting minutes

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes recorded from meetings held by the Financial Institutions Board. Their responsibility ranges from approving the budget requests for the agency to acting as an advisory committee when drafting banking regulations. Included her are transcript records of what was said and who said it.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records have historical value.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81356

3

**TITLE:** Budget requests

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This retention is based on Utah General Schedule 5 Item 2.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81357

3

**TITLE:** Budget workpapers

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on Utah General Schedule 5 Item 4.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81340

3

**TITLE:** Call reports

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by institution

**DESCRIPTION:**

Financial reports submitted to the commissioner by depository and nondepository institutions. Agency staff compare the reports to the regulatory requirements established by the department and to determine the health of each institution. These reports include earnings and dividends reports, financial reports, balance sheet composition, data about loans and deposits, and profit and loss statements. Select call report fields are confidential.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

This retention is based in part on the Federal Reserve System's Retention Schedule dated May 1985, p. 31, number 1-4, the recommendation of the department's chief examiner, and the University of Utah's Department Head in the Finance Department, Dr. Steve Manaster. Previous decision: RDR 73-03: 5 years/confidential.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81340

**TITLE:** Call reports

(continued)

**PRIMARY DESIGNATION:**

Protected

UCA 7-1-802, UCA 63G-2-305 and UCA 63G-2-309



**AGENCY:** Department of Financial Institutions

**SERIES:** 81345

3

**TITLE:** Depository institution incorporation files

**DATES:** 1913-

**ARRANGEMENT:** Alphabetical by institution

**DESCRIPTION:**

These records document the incorporation charters issued by the department to depository institutions. They are also used by the department staff to answer any inquiries referred to the staff by consumers or other agencies. They include articles of incorporation, charters, investigative reports, workpapers, correspondence, and directives affecting the operation of the institution.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on historical retention value apparent in the records, the chief examiner of the department's recommendation, and Wisconsin's retention found in RLIN document WIHV793-A.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81345

**TITLE:** Depository institution incorporation files

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Financial Institutions

**SERIES:** 81344

3

**TITLE:** Depository institution statistical financial reports

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by institution

**DESCRIPTION:**

These financial reports are requested by the commissioner twice a year for all depository institutions in the State of Utah. These reports differ from the Call Reports in that they are not shared routinely outside the department with other agencies. Secondly, these reports are not subject to public disclosure as Call Reports are. The examiners compare the reports to the regulatory requirements established by the department to determine the health of each depository institution. This record series includes earnings and dividends reports, financial reports, balance sheets, data about classified loans, and profit and loss statements.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**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 transfer all data to magnetic tape.

Computer magnetic storage media: Retain in Office for 1 year and then transfer to State Archives.

**APPRAISAL:**

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

This retention is based in part on the Federal Reserve System's Retention Schedule dated May 1985, p. 31, number 1-4, the recommendation of the department's chief examiner, and the

**AGENCY:** Department of Financial Institutions

**SERIES:** 81344

**TITLE:** Depository institution statistical financial reports

(continued)

University of Utah's Department Head in the Finance Department,  
Dr. Steve Manaster. Previous decision: RDR 73-03: 5  
years/confidential.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Financial Institutions

**SERIES:** 81358

3

**TITLE:** Deposits to the Treasurer

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 6 Item 8.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81343

3

**TITLE:** Examination reports and other supervisory products

**DATES:** 1971-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Reports produced by the department resulting from examinations of both depository and nondepository institutions, as conducted by department staff. Examinations assess such entities' financial condition and/or compliance with applicable laws and regulations. Reports commonly convey confidential findings and recommendations, and can include ratings. Such reports and ratings are nonpublic and confidential pursuant to UCA Section 7-1-802. Such reports are often produced jointly with federal banking agencies, whose statutes also require confidential treatment. "Examination reports" include Reports of Examination, Supervisory Letters, Reports of Visitation, Reports of Investigation, Targeted Reviews, any similar items, and the transmittal letters delivering these items.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

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

**AGENCY:** Department of Financial Institutions

**SERIES:** 81343

**TITLE:** Examination reports and other supervisory products

(continued)

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Previous decision: RDR 73-03: 5 years/confidential. This retention is based in part on the GAO's Comprehensive Retention Schedule 090-16, UCA 76-1-302, the recommendation of the department's chief examiner, Wisconsin's retention found on RLIN document WIHV 1486-A, and the University of Utah's Department Head in the Finance Department, Dr. Steve Manaster.

**PRIMARY DESIGNATION:**

Protected UCA 7-1-802

**AGENCY:** Department of Financial Institutions

**SERIES:** 81359

3

**TITLE:** Expenditure adjustments

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 6 Item 7.



**AGENCY:** Department of Financial Institutions

**SERIES:** 81360

3

**TITLE:** Fixed asset inventory list

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 2 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:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after last inventory and then destroy.

**APPRAISAL:**

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

This retention is based on Utah General Schedule 3 Item 10a.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81346

3

**TITLE:** General correspondence

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by originator

**DESCRIPTION:**

These are letters to and from state agencies, depository institutions, consumers, and federal agencies addressing routine agency matters and regulatory matters. This includes memorandums, circulars, and letters outgoing and incoming.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
The director's correspondence is valuable, the rest has administrative value only.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81346

**TITLE:** General correspondence

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Financial Institutions

**SERIES:** 81348

3

**TITLE:** Holding companies registration files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Registrations filed by financial institution holding companies to register annually with the department. Registration materials are reviewed by the department for discrepancies, improprieties, and other problems and are an agency reference tool for information about the company. These files include name and address of company, names and addresses of companies controlled by holding company, percentage of control, a certified copy of the company financial statement, the names, addresses and occupation of each registrant on the form, a list of stockholders owning more than 5% of the company and an affidavit attesting to the correctness of the data.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based in part on 12 CFR 12.3.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81348

**TITLE:** Holding companies registration files

(continued)

**PRIMARY DESIGNATION:**

Private

Utah Code 7-1-802

**AGENCY:** Department of Financial Institutions

**SERIES:** 81361

3

**TITLE:** Interdepartmental transfers

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

Transfers between departments

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 6 Item 5.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81350

3

**TITLE:** Monthly reports of public funds in depository institutions

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The department acts as staff to the state's money management committee. This committee is responsible for supervising the deposit of public funds in the state. These reports are used to monitor the institution in which the state's money is located. These reports include name of institution, total percentage of funds, insured funds held, uninsured/uncollaterized public funds, and unsecured public funds.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This records series has administrative value only.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Department of Financial Institutions

**SERIES:** 81363

3

**TITLE:** Motor pool operation records

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**  
General schedule 2a

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 10 Item 2a.



**AGENCY:** Department of Financial Institutions

**SERIES:** 23108

3

**TITLE:** Networth News newsletters

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series contains newsletters created by the Department of Financial Institutions to provide current financial information. The newsletters contain information pertaining to the Commissioner's message, agency activities, agency staff, legislation, and financial institutions.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s). Publications document agency history and functions. Newsletters have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Financial Institutions

**SERIES:** 81352

3

**TITLE:** Notice to establish a consumer funds transfer facility

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

All depository institutions must provide notice of the intention to open an automated teller machine 30 days before commencing operation. No machine may be installed that is owned by an institution authorized to receive deposits in Utah. The department may disapprove the installation based on commercial reasons, safety reasons, or for any unsound conditions under the jurisdiction of the agency. The information includes name of applicant, address of proposed facility, owner of facility, signature and title of applicant, evidence provided for disapproval.

**RETENTION:**

Retain until resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until expiration and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on administrative needs.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81351

3

**TITLE:** Notification of intent to extend consumer credit from credit corporations

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is a form sent from any corporation which wishes to extend credit to consumers in exchange for goods or services, make consumer leases, or take assignments of consumer paper. These corporations are required to file this notice once a year with the department. The information includes name and address of person or firm, type of business, type of credit or loan extended, and a fee computation sheet.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This retention is based on UCA 70C-7-205.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Financial Institutions

**SERIES:** 81364

3

**TITLE:** Payroll reports

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**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:** 06/1987

**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, and/or fiscal value(s).  
This retention is based on Utah General Schedule 2 Item 17.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Financial Institutions

**SERIES:** 81365

3

**TITLE:** Preliminary payroll

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on Utah General Schedule 2 Item 15.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Financial Institutions

**SERIES:** 81367

3

**TITLE:** Purchase requisitions

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**  
agency purchases

**RETENTION:**

Retain until resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until completion of purchase and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on Utah General Schedule 3 Item 4c.

**AGENCY:** Department of Financial Institutions

**SERIES:** 23914

3

**TITLE:** Receipts

**DATES:** 1996-

**ARRANGEMENT:** numerical

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers to the agency for services rendered.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Financial Institutions

**SERIES:** 81368

3

**TITLE:** Records retention schedule

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**  
Financial Institutions retention schedule

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the next update of retention schedule and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on Utah General Schedule 16 Item 11.



**AGENCY:** Department of Financial Institutions

**SERIES:** 81369

3

**TITLE:** Records transfer sheets

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

Transfers to record center and Archives

**RETENTION:**

Retain for 6 month(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after final disposition of records and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 16 Item 3c.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81370

3

**TITLE:** Staff minutes

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

Minutes of staff meetings

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on Utah General Schedule 23 Item 2a.

(Check this GS #.)

**AGENCY:** Department of Financial Institutions

**SERIES:** 81371

3

**TITLE:** Surplus Property disposal records

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain for 1 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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
The retention in Utah General Schedule 4 Item 1 states 6 years.  
This applies to the record copy kept by the Division of Surplus Property. The agency copy only has administrative value.

**AGENCY:** Department of Financial Institutions

**SERIES:** 81375

3

**TITLE:** Vendor purchase applications

**DATES:** 1987-

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION:**

Retain until expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until termination of contract and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This retention is based on Utah General Schedule 3 Item 4c.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Financial Institutions

**SERIES:** 81376

3

**TITLE:** Warrant requests

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**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:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention is based on Utah General Schedule 6 Item 1.

**PRIMARY DESIGNATION:**

Public