

Retention and Classification Report

Agency: Department of Administrative Services (Utah). Division of
Finance. Financial Information Systems (409)
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AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80472

3

TITLE: Accounting control recapitulation

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Batch/data entry control forms, GRS-1762.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This report is used to see if all records are in FIRMS reconciliation. All accounts are reconciled within 90 days and so the paper record will be destroyed then. However, this is a DOT report and the fiche should be kept 3 years according to 23 CFR 17.5 (b).

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80472

TITLE: Accounting control recapitulation

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80490

1

TITLE: Appropriation ledger control totals

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain for 7 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 6 months and then destroy.

Computer output microfiche master: Retain in Office for 7 years after audit and then destroy.

APPRAISAL:

These records have administrative value(s).

Fiche should be kept 3 years for audit, paper is administrative need ends.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80496

1

TITLE: Appropriations control rejects

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report includes department reference number, transaction date, transaction code, low org. account number, task, option, activity, purchase order number, voucher number transaction amount, appropriations exceeded.

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 output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This information should be kept in accordance with 23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80517

3

TITLE: Appropriations exceeded report

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80470

3

TITLE: Batch balance control report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Batch/data entry control forms, GRS-1762.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

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

This report has administrative value. To be kept in paper format for 6 months and fiche for 3 years according to 23 CFR 17.5 (b).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80471

3

TITLE: Batch control report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Batch/data entry control forms, GRS-1762.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This is an administrative report, run weekly, which is needed for 3 years on fiche as per 23 CFR 17.5 (b) and 6 months in paper format for office use.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80501

3

TITLE: Cash receipts positing list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Agency copy of receipts given to customers who pay 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, fiscal, and/or legal value(s).
This report should be kept 3 years in accordance with 23 CFR 17.5
(b)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80535

1

TITLE: Daily fund totals revenue report

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

RETENTION:

Retain for 7 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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80514

3

TITLE: Encumbrance daily fund totals

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Ledgers and forms used to accumulate data for use in cost reports.

RETENTION:

Retain for 3 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:

Computer output microfiche master: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
23 CFR 17.5 (b).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80513

3

TITLE: Encumbrance subsidiary ledger

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). All DOT fiche should be kept 3 years according to 23 CFR 17.5 (b).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80500

3

TITLE: Expenditure posting list

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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, and/or fiscal value(s).
23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 14868

3

TITLE: FI-NET agency monthly report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 14867

3

TITLE: FI-NET monthly cycle Job Control List (JCL)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

Schedules or similar records showing computer jobs to be run, and other reports by computer operators or programmers of work performed.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 14866

3

TITLE: FI-NET monthly cycle reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 14864

3

TITLE: FI-NET nightly cycle Job Control List (JCL)

DATES: 1995-

ARRANGEMENT: None.

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office 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 11/2017.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 14865

3

TITLE: FI-NET nightly cycle reports

DATES: undated

ARRANGEMENT: None.

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80508

3

TITLE: General ledger positing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by date and contains account number, G/L account, reference number, beginning balance, debit, credit, ending balance and total by account and fund.

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 output microfiche master: Retain in Office 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 administrative, fiscal, and/or legal value(s).

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80508

TITLE: General ledger positing

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80537

3

TITLE: General ledger suspense listing report

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80505

3

TITLE: Inter-departmental transfer billing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION:

Retain for 3 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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80504

3

TITLE: Internal services billing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records that document receipt of cash or transfers between state agencies in the state accounting system, and other relevant information. Includes cash receipts (CR), inter-agency transactions (IAT), and revenue (IN) transactions.

RETENTION:

Retain for 3 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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This retention set by 23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80495

1

TITLE: Purchase order register

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This register includes appropriation control rejects, purchase order number, vendor name, transaction date, rejected amount.

RETENTION:

Retain for 4 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 output microfiche master: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This information should be kept 4 years according to 70A 2-725.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80503

1

TITLE: Purchase order/release numeric list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by purchase order number including fund, organization hierarchy, account, sub account, date, TC, purchase order amount.

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 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This retention is set by 70A-2-275 statute of limitations.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80461

3

TITLE: Reformat control report

DATES: undated

ARRANGEMENT: Numerical

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Batch/data entry control forms, GRS-1762.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This report accounts for the number of records put into the system and any records brought out. It has limited value beyond administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80487

3

TITLE: Reservation ledger control totals report

DATES: 1987-

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 6 months and then destroy provided administrative need has ended.

Computer output microfiche master: Retain in Office for 7 years and then destroy provided audit was valid.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This information should be kept according to 23 CFR 17.5 (b)

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80487

TITLE: Reservation ledger control totals report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80507

1

TITLE: Reservation posting list

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is a list by fund and includes organization hierarchy, account, sub account, date, TC, reservation number, reservation amount and remarks and is totaled by account, fund and report.

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 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is set by administrative need.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80515

3

TITLE: Reservation subsidiary ledger

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80511

3

TITLE: Revenue subsidiary ledger activity

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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, fiscal, and/or legal value(s).
23 CFR 17.5 (b)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80483

1

TITLE: TC72 Encumbrance adjustments generated report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers.

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 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years after valid audit and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This is an audit file and fiche should be kept for 3 years after valid audit as per 23 CFR 17.5 (b) and paper files should be kept 6 months or until administrative need ends.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Administrative Services (Utah). Division of Finance.
Financial Information Systems

SERIES: 80536

3

TITLE: Year to date allocations exceeding ten percent or more report

DATES: Undated

ARRANGEMENT: None.

DESCRIPTION:

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

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 output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.