

## Retention and Classification Report

**Agency:** Department of Government Operations. Division of Finance. Financial Information Systems (409)  
P.O. Box 141031  
2110 State Office Building  
Salt Lake City, UT 84114-1031  
801-538-3092

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

30732	Interface request forms
80502	Journal entries
80506	Summary of journal entries affecting cash
30731	System guides
80483	TC72 Encumbrance adjustments generated report

**AGENCY:** Department of Government Operations. Division of Finance. Financial Information Systems

**SERIES:** 30732

3

**TITLE:** Interface request forms

**DATES:** 2008-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These records document requests to establish FINET transaction uploads be completed as a process.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2024

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 30 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. Financial Information Systems

**SERIES:** 80502

3

**TITLE:** Journal entries

**DATES:** 1992-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a list by journal number including fund; organization hierarchy; account; sub account; date; TC; entry; debit amount; credit amount; total by journal sub entry; final by report with bud revnue, expenditure and other; program revenue; program expenditure totals.

**RETENTION:**

Retain for 10 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:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

This is general entry report and needs to be kept 10 years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance. Financial Information Systems

**SERIES:** 80506

3

**TITLE:** Summary of journal entries affecting cash

**DATES:** 1992-

**ARRANGEMENT:** None

**DESCRIPTION:**

This reports lists fund, debits, credits, and net change.

**RETENTION:**

Retain for 10 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 10 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance. Financial Information Systems

**SERIES:** 30731

3

**TITLE:** System guides

**DATES:** 1996-

**ARRANGEMENT:** None.

**DESCRIPTION:**

This series contains system guides, system analysis, and supporting documentation. Multiple versions of system guides are retained for reference about how each version of the system functioned.

**RETENTION:**

Retain for 10 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2024

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(12) (2023)

**AGENCY:** Department of Government Operations. 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