

## Retention and Classification Report

**Agency:** Department of Government Operations. Division of Finance. Financial Information Systems (409)  
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**Records Officer:** \_\_\_\_\_

30732	Interface request forms
80502	Journal entries
80506	Summary of journal entries affecting cash
30731	System guides

**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 Google Drive in Office for 30 years and then transfer to Google Vault in Office. Retain in Google Vault in Office for 7 days 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 hierachy; 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 Google Drive in Office for 10 years after superseded and then transfer to Google Vault in Office. Retain in Google Vault in Office for 7 days and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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