

Retention and Classification Report

Agency: Department of Human Services. Bureau of General Services (440)

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801-538-4160

Records Officer: _____

83808 *Billing register files

AGENCY: Department of Human Services. Bureau of General Services

SERIES: 83808

3

TITLE: Billing register files

DATES: 1986-2004.

ARRANGEMENT: Chronological.

DESCRIPTION:

A register of all billings used to check against other billing records.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided all audits have been completed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.