

Retention and Classification Report

Agency: Department of Human Services. Office of Information Technology (1122)

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Records Officer: _____

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AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83362

1

TITLE: Assistance payments changes

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83364

3

TITLE: Assistance payments check register cash outs

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83371

1

TITLE: Assistance payments check register cash outs

DATES: 1984-2009.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83369

1

TITLE: Assistance payments check sequential check register

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83366

3

TITLE: Assistance payments register

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83383

3

TITLE: Assistance payments tape dump

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Records which verify all monies received or expended through a petty cash account. Includes cash receipts, adding machine tapes, daily accounting records, reconciliation, transmittals, etc.

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 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83375

1

TITLE: Assistance payments warrant register

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83374

1

TITLE: Assistance payments warrants

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 8605

3

TITLE: Billing detail

DATES: 1983-2009.

ARRANGEMENT: None

DESCRIPTION:

This is a report breaking down the specific charges for data processing work performed. This is part of computer output microfiche number 17444M. This is part of Social Services Data Processing Billing. This report includes the activity number and name, the organization name, and the organizational number being charged; the name of the data processing coordinator; the job number and description; the total amount charged for the job; the number of hours spent and the charge per hour; and a breakdown of the charges, giving the amount charged for maintenance, for production, and the total.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

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 fiscal value(s).

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83361

3

TITLE: Billing statements

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83372

1

TITLE: Check register for daily benefits

DATES: 1984-2009.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83373

1

TITLE: Check register for on-line benefits

DATES: 1984-2009.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22844

1

TITLE: Employee travel reimbursement files

DATES: 1995-2009.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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 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 disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83398

1

TITLE: Fifty dollar disregard

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 8606

3

TITLE: Finance summary

DATES: 1983-2009.

ARRANGEMENT: None

DESCRIPTION:

This is a report summarizing the amount spent on data processing. This is part of computer output microfiche 17444M, part of Social Services Data Processing Billing. The information in this report includes the low organizational number; the name of the organization; the activity code; a description of the activity; and the amount spent for maintenance, for production, and the total charges.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

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 fiscal value(s).

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83659

3

TITLE: Food stamp issuance

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Check issuance case files, GRS-2573.

AUTHORIZED: 06-12-2019

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).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83389

1

TITLE: IM payment history

DATES: 1978-2009.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22727

3

TITLE: Invoices

DATES: 1990-1999.

ARRANGEMENT: Numerical

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 8604

3

TITLE: Job table list

DATES: 1983-2009.

ARRANGEMENT: None

DESCRIPTION:

This is a listing of the data processing jobs contracted with the Department of Social Services. Part of computer output microfiche number 17444M. This is part of Social Services Data Processing Billing. The information includes the job number, the low organizational number being billed, a description of the job, and the name of the contact person.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

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).

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22525

3

TITLE: Minutes

DATES: 1999-2009.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Records created by a committee or conference, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recordings if minutes are not taken.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on Utah General Retention, Schedule 1, Item 6.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22525

TITLE: Minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83661

1

TITLE: PACMIS buy in alphabetical premium report

DATES: undated.

ARRANGEMENT: alphabetical client's name

DESCRIPTION:

These are computer printouts of clients receiving services through the Department of Human Services, Division of Family Services. The information is sent to all Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22731

3

TITLE: Personnel files

DATES: 1980-2003.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation or retirement and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22731

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 6346

1

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1980-2009.

ARRANGEMENT: Alphabetical by client's name

DESCRIPTION:

These are computer printouts of clients receiving services through the Department of Human Services, Division of Family Services. The information is sent to all Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years after case closes and then delete.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83367

1

TITLE: Recovery Services alphabetical check register

DATES: undated.

ARRANGEMENT: alphabetical by name

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83385

1

TITLE: Recovery Services client numeric list

DATES: undated.

ARRANGEMENT: numerical

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83390

1

TITLE: Recovery Services daily record of changes

DATES: 1989-1990.

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 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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83377

3

TITLE: Recovery Services direct alphabetical

DATES: undated.

ARRANGEMENT: alphabetical by name

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

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

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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83363

3

TITLE: Recovery Services food stamp cash out

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83391

3

TITLE: Recovery Services monthly operational accounting report

DATES: 1980-2009.

ARRANGEMENT: Numerical

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83368

1

TITLE: Recovery Services numeric check register

DATES: undated.

ARRANGEMENT: numerical

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83386

3

TITLE: Recovery Services obligors name

DATES: undated.

ARRANGEMENT: alphabetical by name

DESCRIPTION:

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

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 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83388

3

TITLE: Recovery Services welfare payment history

DATES: 1990-2009.

ARRANGEMENT: none

DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83425

1

TITLE: Recovery Services year end payment history

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Yearly or period 13 edition of FIRMS reports. OBSOLETE RECORD
SERIES BY 1998.

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 1 year
and then transfer to State Records Center. Retain in State
Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83360

3

TITLE: RPP-2 provider service payment history

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

These files document eligibility requirements for foster parents. They are used by case workers for administrative purposes and to disburse payments made to those foster parents for their services. Information includes eligibility documents, reference letters, medical forms, Bureau of Criminal Identification cards, release forms, computer forms, training documentation, case worker's notes contracts, home studies, and licenses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Foster parent provider eligibility files, GRS-2485.

AUTHORIZED: 02-01-2016

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83380

1

TITLE: SDX benefits

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Yearly or period 13 edition of FIRMS reports. OBSOLETE RECORD
SERIES BY 1998.

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 1 year
and then transfer to State Records Center. Retain in State
Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 8603

3

TITLE: Social Services data processing billing

DATES: 1983-2009.

ARRANGEMENT: None

DESCRIPTION:

These are reports produced by the division billing Social Services for data processing. Social Services in turn bills other agencies that receive data processing services from them. These reports are produced from a computer as a printout and as computer output microfiche. The microfiche number is 17444M.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

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 fiscal value(s).

This is a fiscal record subject to audit and, as such, should be kept for three years. Due to its space savings, the microfiche copy is the one that should be kept for the full retention period.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83381

1

TITLE: Social security income check register

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Actual warrant or check cut from warrant request to pay for services rendered.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22726

3

TITLE: Time and attendance reports

DATES: 1980-2009.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

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 value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 14212

1

TITLE: Time Studies

DATES: 1981-2009.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and requests for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office until superceded or obsolete and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22728

3

TITLE: Vendor invoices

DATES: 1990-2009.

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

Documentation used to input data about cancelled warrants. The information is used to ensure that funds are accurately credited to proper agency Financial Information Network (FI-NET) accounts.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22728

TITLE: Vendor invoices

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 83397

1

TITLE: Welfare recovery records

DATES: undated.

ARRANGEMENT: none

DESCRIPTION:

Includes the following: FICAA01T Trail balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservation. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Department of Transportation. OBSOLETE RECORD SERIES BY 1998.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1)(e) (2008)

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22729

3

TITLE: Y2K documentation

DATES: 1999-2009.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files document the Office of Technology's records dealing with the millenium Y2K problem. Information includes planning documentation, correspondence, working notes, and agency actions.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in the methods of dealing with the new millenium by state agencies.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Information Technology

SERIES: 22729

TITLE: Y2K documentation

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)