

Retention and Classification Report

Agency: Utah State Tax Commission. Accounting Section (1205)

Tax Commission Building
210 North 1950 West
Salt Lake City, UT 84134
801-297-2200

Records Officer: _____

16535	Administrative correspondence
16536	Bank statements
16543	Expenditure adjustments
16537	Fixed asset reports
16538	General ledgers
16544	Interdepartmental transfers
02347	Office supply requisitions
16539	Purchase requisitions
16545	Tax payment receipt files
16546	Travel requests
16547	Travel vouchers
16540	Treasurer deposits
16541	*Warrant registers
16542	Warrant requests

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16535

3

TITLE: Administrative correspondence

DATES: 1965-

ARRANGEMENT: Chronological

DESCRIPTION:

Documents office organization, staffing, procedures, and internal communications.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Utah General Schedule 5-3

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16536

3

TITLE: Bank statements

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the monthly bank statements received from the various banking institutions where the state has money invested. They are statements from the general fund account, investment clearing account, bond account, and warrant disbursement 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 fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16543

3

TITLE: Expenditure adjustments

DATES: 1970-

ARRANGEMENT: Chronological

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

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

APPRAISAL:

These records have fiscal value(s).
Utah General Schedule 6-7

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16543

TITLE: Expenditure adjustments

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2019.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16537

3

TITLE: Fixed asset reports

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

File used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain for 2 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after disposal of property and then destroy.

Computer data files: Retain in Office until administrative need ends and then erase.

APPRAISAL:

Utah General Schedule 3-2b

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16538

3

TITLE: General ledgers

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

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

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Utah General Schedule 7-2

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16544

1

TITLE: Interdepartmental transfers

DATES: 1961-

ARRANGEMENT: Chronological.

DESCRIPTION:

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

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 fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 2347

3

TITLE: Office supply requisitions

DATES: 1957-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

A requisition for office supplies.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16539

3

TITLE: Purchase requisitions

DATES: 1972-

ARRANGEMENT: Chronological.

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 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 11/2019.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16545

3

TITLE: Tax payment receipt files

DATES: 1985-

ARRANGEMENT: Numerical.

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This is a record of payments made by taxpayers for taxes due. Includes taxpayers name, date, receiving employee, amount, and type of tax being credited. This is a three part receipt book; the original is given to taxpayer, the second sheet is sent to Accounting, and the third sheet stays in the book.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

Paper copy: Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

Utah General Schedule 6-13 indicates an audit period of three years.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16545

TITLE: Tax payment receipt files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16546

3

TITLE: Travel requests

DATES: 1975-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Correspondence, mileage and commute forms, and related records pertaining to agency travel and transportation functions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

This retention is based on Utah General Schedule 9-3b, CFR 3015.20 and .22.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Address, social security number, telephone.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16547

3

TITLE: Travel vouchers

DATES: 1970-

ARRANGEMENT: Chronological.

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).
Utah General Schedule 9-3b.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16540

3

TITLE: Treasurer deposits

DATES: 1964-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records of monies given to the State Treasures Office for deposit.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1986

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).
Utah General Schedule 6-8

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16541

3

TITLE: Warrant registers

DATES: 1967-2023.

ARRANGEMENT: Chronological

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies. This is a log of warrant requests.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Utah General Schedule 6-1

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social security number

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16542

3

TITLE: Warrant requests

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 1 year and then erase.

APPRAISAL:

These records have fiscal value(s).

Utah General Schedule 6-1

PRIMARY DESIGNATION:

Public

AGENCY: Utah State Tax Commission. Accounting Section

SERIES: 16542

TITLE: Warrant requests

(continued)

SECONDARY DESIGNATION(S):

Private. Social security number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2019.