

Retention and Classification Report

Agency: Department of Public Safety. Administrative Services Division. Accounting (1402)

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Records Officer: _____

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AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 80930

3

TITLE: Bank statements

DATES: 1982-2017.

ARRANGEMENT: Chronological.

DESCRIPTION:

These statements document deposits and payments within the Department of Public Safety. They include date, account number, information concerning withdrawals or deposits, and the totals of four current and different accounts. The record copy is maintained by the State Treasurer's Office.

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 copy: Retain in Office 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 05/2017.

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 10585

3

TITLE: Bounced check register

DATES: 1986-2014.

ARRANGEMENT: Chronological by check return date

DESCRIPTION:

This register documents the bad checks received by Public Safety. It is a hand-written ledger kept in a binder listing the checks that have come in and have bounced. Once checks have been collected, they are sent back to the owner. The information on the register includes the name of person or firm issuing the check, amount and number of check, payee agency, a reference number, date, and amount recovered where applicable.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 83039

3

TITLE: Disposal of surplus equipment records

DATES: 1980-2014.

ARRANGEMENT: none

DESCRIPTION:

This form documents equipment that is unserviceable or must be disposed of within the Utah Highway Patrol. It is initiated by the equipment user, with copies going to Planning and Research, and the Section Lieutenant. Information includes description; date of purchase; serial number; inventory number; estimated salvage value; equipment location; and name, rank, and badge number of individual disposing of equipment. It also has a brief description of where and by what method equipment is disposed of, supply officer's signature, and date of when equipment should be removed from the inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surplus property forms, GRS-1992.

AUTHORIZED: 04-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final disposition of property and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 17886

3

TITLE: Expenses for undercover operations files

DATES: 1987-2006.

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These records monitor the use of investigative funds by agents of the Division of Investigations and document any money spent related to a case, such as informants, buys, drinks, etc. Information includes dates, location the agent is working, confidential informant payments, investigative expenses, agent's name, and approving supervisor's name or signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have administrative value(s). This disposition is based on the administrative needs expressed by the agency. These records are used for audit purposes, but are needed for the length of time the Investigation case files (series 16976) are retained (10 years).

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 10583

3

TITLE: Investigative funds disbursement files

DATES: 1983-2006.

ARRANGEMENT: Numerical by department document numbers.

DESCRIPTION:

These records contain requests by undercover law enforcement agents for funds which cannot be billed in the normal manner without compromising an investigation. The files include disbursement vouchers and supporting documentation. The supporting documentation contains information about the investigation for which the funds are requested. Information includes the amount and purpose of the expenditures. The retention of these files is intended to mirror the retention for Investigation case files, series 16976.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21941

3

TITLE: Journal Voucher

DATES: 1995-2014.

ARRANGEMENT: Numerical by year

DESCRIPTION:

These records include a wide array of financial information about the Department of Public Safety, all of which are filed as a single record series. Forms and information found in this series include adjustment forms, inter-departmental transfers, departmental requisitions, deposit with the State Treasurer reports, travel reimbursement requests, and warrant requests.

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: For records beginning in 1995 through 2009. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Paper: For records beginning in 2010 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 7 years and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21941

TITLE: Journal Voucher

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21942

3

TITLE: Payment vouchers

DATES: 1995-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

Provides documentation of payments to vendors. May include the payment voucher, purchasing records and all supporting documentation. The Department of Public Safety maintains the official copy of the record.

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: For records beginning in 1995 through 2009. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Paper: For records beginning in 2010 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 7 years and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21942

TITLE: Payment vouchers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 10586

3

TITLE: Public Safety contracts

DATES: 1977-2014.

ARRANGEMENT: Numerical by contract number

DESCRIPTION:

These contracts range from lease agreements to provision of maintenance services for the Department of Public Safety. Exact content of the contracts will vary, but they will consistently contain the following information: contract number, the contracting agency, contract price, vendor name, goods or services provided, and expiration date. Record copies of these documents are maintained by the Divisions of Finance and Purchasing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office until expired and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 81052

3

TITLE: Receivables receipts

DATES: 1985-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are a collection of all receipts for money received by the Department of Public Safety. The receipts come through the accounting office of the department, where they are audited. The income described in the receipts is then transferred to the State Treasury. The receipts are maintained as supporting documentation for funds transferred to the Treasury and from the individual agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 10584

3

TITLE: Seized cash records

DATES: 1985-2014.

ARRANGEMENT: Numerical by department case number

DESCRIPTION:

These records document the status of cash seized by Public Safety officers. The disposition of the cash is governed by court orders which appear in these files. Information includes data related to the case under investigation as well as information on the cash seized. No standard forms are included, so the information varies from case to case. The retention of these files is intended to mirror the retention for Investigation case files, series 16976.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Protected

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 81050

3

TITLE: Tax number assignments

DATES: 1984-2014.

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

Tax numbers, as required by the Internal Revenue Service, are assigned to the various vendors providing services to the Department of Public Safety. These records include the application for vendor number, letter to vendor requesting state tax number, purchasing agent assigned to vendor, department and division, requester's name, vendor's name, address, and assigned vendor number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years or until audited and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on the audit requirements of tax records.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security number and home addresses

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21943

3

TITLE: Travel reimbursements

DATES: 1996-2006.

ARRANGEMENT: Alphabetical.

DESCRIPTION:

Provides a record of travel reimbursements to agency personnel.
May include travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting documentation of authorized travel. The Department of Public Safety maintains the official copy of the record.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Social Security Numbers, home address

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 80932

3

TITLE: Vouchers payable history records

DATES: 1984-2006.

ARRANGEMENT: Alphabetical by vendor.

DESCRIPTION:

Invoices used as a history of all payments made within the department, more specific than the Dept. of Finance voucher and used more extensively. Information includes the state voucher number, department number, invoice, low organization number, date, check total, invoice total, and a description of services provided.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	Operational costs of criminal investigations
Controlled.	Psychological evaluation costs

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 10587

3

TITLE: Warrants issued register

DATES: 1977-2006.

ARRANGEMENT: Numerical by vendor number.

DESCRIPTION:

This record is produced monthly by the Division of Finance and issued to Public Safety as a verification of payment of warrant requests. The information contains a vendor name and number, agency for whom warrant was issued, voucher and reference numbers, date, and amount of warrant.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the general audit requirements of financial records.

PRIMARY DESIGNATION:

Public