

Retention and Classification Report

Agency: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business
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Records Officer: _____

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AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82858

3

TITLE: Annual budget reports from the Utah State Office of Education

DATES: Undated.

ARRANGEMENT: None.

DESCRIPTION:

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
General Schedule 5 Item 5(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82848

3

TITLE: Assigned and unassigned vending machine income files

DATES: 1980-2020.

ARRANGEMENT: Alphabetical by location of stand.

DESCRIPTION:

These files document the income gained from vending machines placed in public buildings throughout the state and indicate whether the account is federal or non-federal. They include photocopies of checks, log of checks, location of vending machine, and name of operator if assigned.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This retention is based on agency and federal audit needs.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82859

3

TITLE: Budget working papers

DATES: undated.

ARRANGEMENT: None.

DESCRIPTION:

These are working papers for budget planning and execution.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after close of fiscal year covered by budget 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 02/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82853

3

TITLE: Business Enterprise program administrative files

DATES: 1980-

ARRANGEMENT: Chronological.

DESCRIPTION:

These files are working papers of the Business Enterprise program. They include correspondence, floor plans, bid information, names, addresses, and issues relating to the operation of the Business Enterprises Program.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years or until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government, and because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82853

TITLE: Business Enterprise program administrative files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Personnel and client issues are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82849

3

TITLE: Data input sheets

DATES: 1982-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are working papers generated from information contained in the Operating Stand Envelopes and used for data entry to account for the operation of the vending stands. They include dates, wage information, weekly totals of sales and expenditures, name and location identification number.

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: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs and General Schedule 6 Item 4(a).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82849

TITLE: Data input sheets

(continued)

SECONDARY DESIGNATION(S):

Private. Home addresses and wage information are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82852

3

TITLE: Health, Education, and Welfare/Health and Human Services memoranda

DATES: ca. 1980-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

These memoranda from federal agencies indicate policy guidelines and procedures for the Business Enterprise Program. This record series includes memoranda from various federal agencies.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This retention is based on agency needs relating to federal audit requirements and general administration of the program.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82855

3

TITLE: Leave slips

DATES: undated.

ARRANGEMENT: none.

DESCRIPTION:

These are the agency copies of leave applications.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after employee has signed annual leave compilation card and then destroy.

APPRAISAL:

These records have administrative value(s).
General Schedule 2 Item 9.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82851

3

TITLE: Merchandise inventories

DATES: ca. 1958-2020.

ARRANGEMENT: Alphabetical by stand location.

DESCRIPTION:

These are initial inventories of merchandise held by the vending stands. The inventories are now included in the Vending Stand Histories. The information includes name of stand, list of merchandise to be sold.

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: 12/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
General Schedule 3 Item 10(a).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82845

3

TITLE: Monthly and year end reports

DATES: 1978-2020.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are computer-generated reports which indicate the cumulative totals of sales and wages and chart the operations of the vending stand. They include name and home address of vending stand operators, dates, operator and location identification code, totals of gross sales, and wages.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

This retention is based on the needs of the agency for planning and audit trails.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82845

TITLE: Monthly and year end reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Reports, home addresses and wage information are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82847

3

TITLE: Operating stand envelopes

DATES: 1986-2020.

ARRANGEMENT: Alphabetical by name of operator.

DESCRIPTION:

These envelopes contain all receipts generated by the operation of the vending stands and are used to verify expenditures and income, and for data entry for the Data Input Sheets. This record series includes name of operator, location of stand, dates, cost of goods, gross sales, operating expenses, wages paid, weekly totals, and all receipts.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until end of year and then return to vending stand operator.

APPRAISAL:

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

The Business Enterprise Program verifies the information written on the outside of the envelope using the receipts contained inside. The information is entered into the computer and is no longer needed by the program after the end of the year.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82847

TITLE: Operating stand envelopes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home addresses and wage information are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82857

3

TITLE: Personnel files

DATES: undated.

ARRANGEMENT: none.

DESCRIPTION:

Employment history documents the application, hiring, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Final actions taken as a result of disciplinary action are included in this schedule.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation or transfer and then destroy.

APPRAISAL:

These records have administrative value(s).
General Schedule 1 Item 18.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82857

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82854

3

TITLE: Policies and procedures manual

DATES: Undated-2020.

ARRANGEMENT: None.

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have administrative, and/or historical value(s).
General Schedule 16 Item 1(a) and (c).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82846

3

TITLE: Requests for payment and "set aside" receipts

DATES: 1980-2020.

ARRANGEMENT: Numerical by receipt number.

DESCRIPTION:

These are copies of receipts for funds received by the vending stands operators. The operators are billed 10% of the stand net income for the upkeep and repair of the stands. This record series includes copies of the request for payment and a copy of the receipt, name of the operator, amount of funds set aside.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years 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 retention is based on the administrative and audit needs of the agency.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82846

TITLE: Requests for payment and "set aside" receipts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home addresses and wage information are private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82844

3

TITLE: Vending stands case histories

DATES: 1978-2020.

ARRANGEMENT: Alphabetical by stand name.

DESCRIPTION:

These files provide a complete history of vending stands operated by the visually handicapped, and which chart operations, development, remodeling, and closure. They includes copies of contracts established between the Division of Services for the Visually Handicapped and the building where the stand is housed, copies of contracts established between Business Enterprise Program and the operator, progress notes, floor plans, copies of purchase authorizations, equipment inventories, financial documents, narrative evaluation reports, correspondence, merchandise inventories, and documentation relating to the operation, repair, and closure of the stands.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years 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 legal value(s).
This retention is based on agency needs and 34 CFR 401.19(10) which indicates a five year retention for evaluation of vocational programs.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82844

TITLE: Vending stands case histories

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82850

3

TITLE: Vending stands personnel files

DATES: 1987-2020.

ARRANGEMENT: Alphabetical by operator name.

DESCRIPTION:

These are files maintained for the vending stand operators and document their history working with the program. These files include name of operator, locations of stands, correspondence, insurance files, credit union account statements, referral forms, and other documentation relating to the operators.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after operator leaves program and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based on agency needs and 34 CFR 401.19(10) which indicates a five year retention for evaluation of vocational programs.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business

SERIES: 82850

TITLE: Vending stands personnel files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2020.

AGENCY: Department of Workforce Services. Office of Rehabilitation. Division of Services for the Blind & Visually Impaired. Business Enterprise Program

SERIES: 82856

3

TITLE: Warrant requests

DATES: undated.

ARRANGEMENT: none.

DESCRIPTION:

These records are warrant requests.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of fiscal year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
General Schedule 6 Item 1.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.