

Retention and Classification Report

Agency: Department of Workforce Services. Division of Administrative Services (1459)

140 East 300 South
Salt Lake City, UT 84111
801-536-7401

Records Officer: _____

28897 Administrative Services grant and contract records
28898 Administrative Services operational accounting records

AGENCY: Department of Workforce Services. Division of Administrative Services

SERIES: 28897

3

TITLE: Administrative Services grant and contract records

DATES: 1997-

ARRANGEMENT: Chronologically, thereunder alphabetically by grant name.

DESCRIPTION:

The agency promotes Utah's economic stability by providing a wide variety of programs to support Utah workers. These records document how state and federal funds are allocated and spent on programs such as those that supply financial, child care, food, and training support. Records include applications, contracts, memorandums of agreement, project reports, related records, as well as the unsuccessful applications and requests for proposals.

RETENTION:

Retain until expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after end of contract and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

AGENCY: Department of Workforce Services. Division of Administrative Services

SERIES: 28897

TITLE: Administrative Services grant and contract records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Workforce Services. Division of Administrative Services

SERIES: 28898

3

TITLE: Administrative Services operational accounting records

DATES: 1997-

ARRANGEMENT: Chronologically

DESCRIPTION:

Operational accounting records document program payments, purchase card reconciliations, and other expenses and may include expense reports and journal entries.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public