

Retention and Classification Report

Agency: Department of Workforce Services. Office of Finance (1488)

140 East 300 South
Salt Lake City, UT 84111
801-536-7680

Records Officer: _____

10032	*Budget background records
04815	*Fiscal warrants
04810	*Job Training Partnership Act special programs files
04140	*Payroll records
04813	*Payroll warrants
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03890	*Title III vendor files
04804	*Trade Assistance Act special programs files
10033	*Transaction input sheets and adjusting entries
04816	*Travel claims

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 10032

3

TITLE: Budget background records

DATES: 1982-2012.

ARRANGEMENT: Chronological

DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director.

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:

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:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Individual merit projections

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4815

1

TITLE: Fiscal warrants

DATES: 1983-2012.

ARRANGEMENT: Chronological

DESCRIPTION:

This series includes financial information such as warrants and supporting documentation such as receipt, registers, and treasurers reports.

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 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This series includes financial information such as warrants and supporting documentation such as receipt, registers, and treasurers reports.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4810

3

TITLE: Job Training Partnership Act special programs files

DATES: 1984-1989.

ARRANGEMENT: Chronological by fiscal year

TOTAL VOLUME: 60.00 cubic feet.

DESCRIPTION:

This series documents activities of the Job Training Partnership program. The files contain monthly employment and training invoices; financial information relating to contractors such as contracts, balance sheets, vouchers, and agreements; and occupational outlines and requirements. Information includes name of the trainee, social security number, number of hours completed, name of contractor, amount owed for the training, amount paid, copy of the check, and other related documents.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

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:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4140

3

TITLE: Payroll records

DATES: 1964-2012.

ARRANGEMENT: Chronological, thereunder alphanumerical by employee name

DESCRIPTION:

These records provide payroll documentation about employees. Included are payroll registers, memos, benefits deductions, and time and attendance reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4813

1

TITLE: Payroll warrants

DATES: 1983-2012.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the original redeemed warrant or check issued to the employee. They include date paid, employee name and address, and amount.

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 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

These records are the original redeemed warrant or check issued to the employee. They include date paid, employee name and address, and amount.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

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 Workforce Services. Office of Finance

SERIES: 3891

3

TITLE: Temporary services files

DATES: 1982-1988.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the payment of Title III funds to temporary service clients. The State took over this function from the federal government beginning on January 1, 1989 and it is now administered by the Department of Worker's Compensation. The files include invoices, tax withholding information (TSO1 forms), payment voucher (TSO2 forms), copies of check registers, Wage Earnings Exemption Requests (W-2 forms), warrants, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 3890

3

TITLE: Title III vendor files

DATES: 1983-2012.

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

These vendor files are supporting documentation of payment to vendors. The files are subject to state and federal audits. The files include voucher jackets, purchase orders, invoices, purchase requests, and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy provided the files are not subject of audit.

Paper copy: Retain in Office for 1 year or until administrative need ends, whichever is first, and then destroy.

APPRAISAL:

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

This disposition is based upon the administrative needs expressed by the agency to meet the requirements of UCA 35-4-11(1)(b), 35-4-14, 35-4-15, 35-4-16 (1989) which permit the agency to "make audits of any or all funds provided for under this chapter when necessary, and take any other action it considers necessary or suitable to that end", and govern the deposit and use of the Employment Security Administration Fund, the Special Administrative Expense Fund, and the state's account in the federal unemployment trust fund; 42 U.S.C. 502 and 42 U.S.C. 1103 (1989); Office of Management and Budget Circular A-87 and A-102; and Wagner/Peyser 29 Uses Section 49d.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 3890

TITLE: Title III vendor files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4804

3

TITLE: Trade Assistance Act special programs files

DATES: 1981-1991.

ARRANGEMENT: Chronological

TOTAL VOLUME: 30.00 cubic feet.

DESCRIPTION:

This series documents the activities of the Trade Assistance Act program. Includes: requests for benefits while in training; request for relocation allowances; requests for determination of entitlement; weekly requests for allowances; medical reports; statements regarding benefits; receipts; vouchers; invoices; and payment transaction forms.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 10033

3

TITLE: Transaction input sheets and adjusting entries

DATES: 1982-2012.

ARRANGEMENT: Chronological

DESCRIPTION:

These adjusting entries are mandated by the federal cost accounting system as part of the audit trail.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1990

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:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Workforce Services. Office of Finance

SERIES: 4816

1

TITLE: Travel claims

DATES: 1982-2012.

ARRANGEMENT: Numeric by claim number

DESCRIPTION:

This series documents claims made by employees for costs relating to business travel. Its function is to maintain information regarding monies spent on travel to and from professional conferences and training. It contains travel orders, travel requests, vouchers, receipts, claims, claims ledgers, and travel advance logs.

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 administrative, and/or fiscal value(s).

This disposition is based on Utah State 1993 General Schedule, Schedule 7, Item 45.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.