

Retention and Classification Report

Agency: Department of Administrative Services. Division of General Services. Division of Fuel Dispensing (2441)
Division of Fuel Dispensing Service
3120 State Office Building
Salt Lake City, UT 84114
801 538-3553

Records Officer: _____

23665	*Accounts payable invoices
23663	*Financial information network reports
26172	*Underground fuel storage tank compliance and remediation rec

AGENCY: Department of Administrative Services. Division of General Services. Division of Fuel Dispensing

SERIES: 23665

1

TITLE: Accounts payable invoices

DATES: 1991-1994.

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

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

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 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Division of General Services. Division of Fuel Dispensing

SERIES: 23663

3

TITLE: Financial information network reports

DATES: 1995-2015.

ARRANGEMENT: Chronological by month

DESCRIPTION:

These are reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, and accounting reports; and bank reconciliations.

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 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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Administrative Services. Division of General Services. Division of Fuel Dispensing

SERIES: 26172 3

TITLE: Underground fuel storage tank compliance and remediation records

DATES: 1980-2015.

ARRANGEMENT: Numerical by Fuel Site Department of Environmental Quality identification number

DESCRIPTION:

This series documents the underground fuel storage tanks owned and operated by the State of Utah. These records are created due to the Environmental Protection Agency (EPA) requirement that all information related to the operation of a fuel site be kept as a backup in case of any fuel spills or upgrading. The series includes compliance, remediation, service, and construction records relating to the underground fuel storage tanks.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).
These records have research value in documenting the underground fuel storage tanks operated by the State of Utah and are governed by Federal Rule 40CFR 280 (2005).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.