

## Retention and Classification Report

**Agency:** Department of Human Services. Office of Fiscal Operations (2708)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82329

3

**TITLE:** Adjustment files

**DATES:** 1984-2020.

**ARRANGEMENT:** Numerical by number.

**DESCRIPTION:**

This is a record of payment sent to an agency for goods and services, or corrections made to agency billings or accounts.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after fiscal year ends or until all audits have been completed and then destroy.

**APPRAISAL:**

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

Retention is also based on the fiscal and accounting policies outlined in 42 CFR 433.32

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17242

3

**TITLE:** Affidavit of return or exchange of food coupon

**DATES:** 1982-2008.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This record is an explanation of why food stamps destroyed, refused by a client, or not issued to a client. Human Services must account for all food stamp books and then destroy those that have been damaged. A Register is sent to the local office of Family Support confirming that food stamp books were returned to the distribution office.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on 7 CFR 272.1 (f) and 7 CFR 274.1 (2).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82431

3

**TITLE:** Annual work appropriation request files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This record series is a collection of program files used to prepare reports and request funding from the legislature. If money is approved for a program, then the money is credited to the proper FIRMS account.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82330

3

**TITLE:** Appropriation request files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This record is a listing of expenditures submitted to the legislature for the new years budget. This series includes the estimated cost for the various types of programs and general expenses.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after the close of the fiscal year involved 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). Retention is also based on the fiscal accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82330

**TITLE:** Appropriation request files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82331

3

**TITLE:** Authorized signature files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a record of people who have been authorized to sign documents when the director is not present.

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Retention is based on administrative need.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82334

3

**TITLE:** Bank reconciliations

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This record series is a listing of deposits made with the State Treasurer's Office. Deposits are sent by division and district offices to the Bureau of Finance. This series includes the bank statement, deposit slip, amount of deposits and outstanding deposits, the date, amount, and daily summary.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after the fiscal year ends or until all audits have been completed and then destroy.

**APPRAISAL:**

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

Retention is also based on the fiscal and accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82334

**TITLE:** Bank reconciliations

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82332

3

**TITLE:** Banklink log book

**DATES:** 1984-2020.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This record series is a log of the transmittals used with the banklink system. This series includes the amount of the deposit, treasurer's number, department number, and a daily log list.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after fiscal year or until all audits have been completed and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82336

3

**TITLE:** Banklink statement files

**DATES:** 1984-2020.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Bank statements from Zion and First Security Banks which reflect deposit activity.

This series includes cancelled checks, debit/credit memoranda, and deposit slips.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after fiscal year ends or until all audits have been completed and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82338

3

**TITLE:** Banklink transmittal files

**DATES:** 1984-

**ARRANGEMENT:** Numerical by department number, thereunder by treasurer number, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a record of deposits made by the Bureau of Finance on behalf of district offices with First Security Bank.

This series includes daily log book, check/cash log book, a DF 55, deposit slips, copies of deposit slips, cash register totals, amount of deposit, date, and department number.

**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:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office until audits are completed, admin. value has been met and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

Previous decision: 3 years.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82338

**TITLE:** Banklink transmittal files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82339

3

**TITLE:** Charitable fund files

**DATES:** 1986-

**ARRANGEMENT:** Numerical by packet number

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This is a record of the employees who contribute to the United Way Program. This record series is administered by a different department each year. This series includes the name, low organizational number, and the amount the employee wishes to contribute.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the year contributions were made or until administrative value has been met and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Retention is based on administrative need.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82339

**TITLE:** Charitable fund files

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82350

3

**TITLE:** Check loss affidavit files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This is a form filled out by a client who has not received an assistance check. The payment is stopped on checks until an investigation is completed. The original copy of this record is maintained by the Office of Recovery Services.

This series includes the name of the division, the service originated from, name of the client, and signatures.

**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:** 07/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Retention is at the request of the agency.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82350

**TITLE:** Check loss affidavit files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82351

3

**TITLE:** Check loss files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by client's name

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

This is a record of all people who are currently being or will be prosecuted for check fraud. The original record is filed with the State Treasurer.

This series includes copies and original checks paid to the client by Social Services.

**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:** 07/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

Retention is at the request of the agency

Previous decision: 7 years.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82352

3

**TITLE:** Check register files

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by identification number

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

This is a register of all checks that have been issued by Social Services Finance bureau for child support, cashouts, recoveries, benefit select, energy assistance, and other welfare related programs. This series is used for verification of issuance and for litigation in medicaid and Social Service check fraud cases. This record is generated weekly.

**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:** 07/1989

**FORMAT MANAGEMENT:**

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

Computer output microfiche master: Retain in Office for 7 years after fiscal year or until all litigation is complete and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is at the request of the agency.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82352

**TITLE:** Check register files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82340

3

**TITLE:** Checks and cash transmittal files

**DATES:** 1984-2004.

**ARRANGEMENT:** Numerical by low organizational number.

**DESCRIPTION:**

This record is copies of transmittals for checks and cash deposited into a divisions and district office's Financial Information Resource Management Services account. Deposits are made by low organizational number. This series includes deposits with the State Treasurers, date, department number, collection number, description number, account number, totals, Services Request and Billing Form, copies of checks, and copies of receipts. Distribution of forms is as follows: white to State Finance, canary to State Treasurers, pink and goldenrod to Social Services Finance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy provided all audits have been completed.

Microfilm master: Retain in Archives for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Retention is also based on the fiscal and accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 26567

1

**TITLE:** Contract monitoring records-duplicates

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by division name thereunder chronological by date

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(a), (b), and (h); UCA 63G-2-302(2)(d)

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28292

3

**TITLE:** Contractor financial reports

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by contractor name.

**DESCRIPTION:**

These records are created in order to comply with state and federal financial reporting requirements. Records contain original financial reports submitted by contractors, their accountants, or Certified Public Accountants (CPAs) to the Department of Human Services (DHS) to fulfill the DHS, state, and federal financial reporting requirements outlined in DHS contracts.

**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:** 07/2013

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Office of Management and Budget, Circular A-133.



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28292

**TITLE:** Contractor financial reports

(continued)

**PRIMARY DESIGNATION:**

Public For non-profit entities

**SECONDARY DESIGNATION(S):**

Private. Non-profit entities: Utah Code 63G-2-302(2)(b)(ii)  
Protected. For-profit entities and individuals, primary: Utah Code 63G-2-305(2),(4), and (6)  
Private. For-profit entities, secondary: Utah Code 63G-2-302(1)(g).

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17247

3

**TITLE:** Daily food stamp accountability report

**DATES:** 1986-2008.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a daily inventory of the food stamp books in the agencies holdings. This series includes Food Stamp summary Sheet, dollar value of the coupon books, amount returned, amount sent out, amount on hand, Advise of Transfer, and an Assistance Request. The purpose of this record series is to insure the balancing of the food stamp books in order to prevent fraud and to insure program integrity.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the end of the fiscal year or until all audits have been completed and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on 7 CFR 274.1 (2) and 7 CFR 272.1 (f).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17200

3

**TITLE:** Department contracts

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by contractor name

**DESCRIPTION:**

These are original and/or copies of Department of Human Services (DHS) contracts and agreements (including memorandums of understanding and letters of agreement, referred to as MOUs). This series includes the names and addresses of the contracting parties, the contractor tax ID numbers, Employer Identification Numbers (EINs), W-9s or copies of Social Security cards, Conflict of Interest Disclosure Statements, and other documentation supporting the contract. They may also include contractor trade secrets.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**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, fiscal, and/or legal value(s).

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17200

**TITLE:** Department contracts

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected.	UCA 63G-2-305(1), trade secrets; UCA 63G-2-309, confidentiality claims
Private.	UCA 63G-2-302 (1)(h), Social Security number

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82355

3

**TITLE:** Emergency revolving fund files

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 14.00 cubic feet.

**DESCRIPTION:**

This is a record of clients who have received money in the event of an emergency and of clients who have just applied for public assistance and are in immediate need of funds.

This series includes the type of assistance (aid to families, foodstamps), amount of the issued check, client's name, check number, and category.

**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:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

Previous decision: 3 years.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82355

**TITLE:** Emergency revolving fund files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82370

3

**TITLE:** Emergency revolving fund printout files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by district, thereunder by client's name

**ANNUAL ACCUMULATION:** 1.40 cubic feet.

**DESCRIPTION:**

This is a printout of checks issued to public assistance recipients who have received emergency funds. These printouts are used for issuance confirmation since this type of assistance can only be given once. The printouts are used to check the checks cashed against deposits made, to balance the books on a quarterly basis, and to compile a report required by Finance. This series includes the client's name, reason for payment, and the amount of check,

**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:** 07/1989

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 2 months and then erase.

Paper: Retain in Office for 3 years after end of the fiscal year or until all audits have been completed and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82370

**TITLE:** Emergency revolving fund printout files

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82354

3

**TITLE:** Expense files

**DATES:** 1983-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record of the year end tabulations of expenses incurred during the year by the divisions. This information is used to balance the books at the end of the fiscal year. This series includes revenue expenses, level number, low organizational number, account number, activity code, document number, amount, organization name, state funding notation, total expenditures, unexpended balance, and final closeout balances.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month after end of fiscal year or until fiche copy has arrived in the office and then destroy.

Microfiche master: Retain in Office for 10 years after end of the fiscal year and then destroy.

**APPRAISAL:**

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

Retention is based on the retention of the records scheduled in the State Department of Finance.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82354

**TITLE:** Expense files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82372

3

**TITLE:** Federal grant report files

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This record series is a report and supporting documentation used to report and monitor the money drawn from the federal grants, and then to disburse the funds to the proper divisions following the established guidelines. This series includes a copy of the report sent to the federal government concerning the distribution of the funds, other related information, quarterly cost allocations, deposit transmittals, and a cash status report.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of report and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on the new General Retention Schedule.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82372

**TITLE:** Federal grant report files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82410

3

**TITLE:** Federal report files

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by subject, thereunder numerical by grant number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This series is a report of expenditures used to generate the amount of match money or draws the division is requesting for the various welfare programs from the federal government and the state. This series includes program title, amendment number, grant number, date, award notice, amount and type of money, classification of the program, allocations, revisions, budget summaries, and ledger sheets.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the date of the final expenditure report and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82410

**TITLE:** Federal report files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82376

3

**TITLE:** Food stamp cash-out files

**DATES:** 1961-2008.

**ARRANGEMENT:** Alphabetical by district, thereunder by client's name.

**DESCRIPTION:**

This is a record of cash given in lieu of food stamps to welfare recipients.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of report and then destroy provided all audits have been completed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17240

3

**TITLE:** Food stamp replacement files

**DATES:** 1981-2008.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a record of clients who have not received food stamps sent by mail. A report of non-receipt is completed by the district office and sent to the food stamp distribution office. New food stamps are issued to the client. This series includes case number, authorization number, category number, payment, amount, and date of issuance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is based on 7 CFR 272.1 (f).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82377

3

**TITLE:** Hand written checks and check file

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder numerical by check number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This is a record of all supporting paperwork and hand written checks issued which were not submitted in time to make the computer printout deadline.

This series includes the check issued, Handwritten Check Request, district name, date of issue, and the amount.

**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:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after audits are complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in Office for 10 years and then destroy provided all audits have been completed.

**APPRAISAL:**

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

Retention is at the request of the agency.

Previous decision: 7 years.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82377

**TITLE:** Hand written checks and check file

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82411

3

**TITLE:** Internal service fund billing files

**DATES:** 1984-

**ARRANGEMENT:** Alphanumeric by division, thereunder chronological

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

This is a record of the crude expenses listed for each division to the current date. This series includes asset, rental charges, copy machine charges, and all other billable expenses. This also includes any type of work papers, copies of supporting documents, and interdepartmental transfers.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

Computer magnetic storage media: Retain in Office for 3 years after the end of the fiscal year and then erase.

**APPRAISAL:**

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

The retention of the paper and the magnetic tape have been set for the same amount of time due to the fact that all budget officers do not make changes to the data file, but rather only to the paper copy. retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82411

**TITLE:** Internal service fund billing files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82412

3

**TITLE:** Labor cost report files

**DATES:** 1986-

**ARRANGEMENT:** Alphanumerical by division, thereunder chronological

**ANNUAL ACCUMULATION:** 36.00 cubic feet.

**DESCRIPTION:**

This record series is a more concise information gathering system used in conjunction with FIRMS, and posting payroll for budget and expenditure purposes. This series includes payroll, low organizational number, fund number, account number, task number, rate of pay, hours worked, amount, check number, and payroll cost.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after date of final report 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).  
Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82412

**TITLE:** Labor cost report files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 4621

3

**TITLE:** Medicaid management information system remittance statements

**DATES:** 1987-2020.

**ARRANGEMENT:** Chronological, thereunder numerical by social security number.

**DESCRIPTION:**

The Health Department creates these remittance statements involving client Medicaid payments and sends that information to the Department of Human Services, Handicapped Services. Handicapped Services compiles and uses this information to acquire federal reimbursement. The purpose is to track, monitor, and solve errors so that Handicapped Services can capture monies for providers from the federal government. These statements include claims in process, denied claims, claims paid, eligibles, ineligibles, and eligibles undetermined. There are no diagnostic codes listed. Information contained in these claims encompass medical information, name, physical disabilities, psychiatric information, and social security number. Duplicate copies of these records are retained by the Department of Health, Health Care Financing.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 4621

**TITLE:** Medicaid management information system remittance statements

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Controlled. Psychiatric information

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2020.



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82413

3

**TITLE:** Missing check control log files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a record of information taken from the check Loss Affidavit Form which indicates the status of a reported missing check. This series includes the status of the check (stopped, cashed).

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17241

3

**TITLE:** Monthly food stamp accountability report

**DATES:** 1983-2008.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a monthly inventory of the food stamp books in the local office. This series includes Food Stamp Summary Sheet, dollar value of the coupon books, amount returned, amount sent out, amount on hand, Advise of Transfer, and an Assistance Request. The purpose of this series is to insure the balancing of these food stamp books to prevent fraud and to insure program integrity.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year or until administrative needs ends and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided audits are complete, and issuer is reviewed.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Retention is based on 7 CFR 274.1 (2) and 7 CFR 272.1 (f).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 14388

3

**TITLE:** Office of Liability Management day care study, 1994

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain for 6 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in children's social issues and the administrative value expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 14388

**TITLE:** Office of Liability Management day care study, 1994

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 18180

3

**TITLE:** Payment documents

**DATES:** ca. 1976-

**ARRANGEMENT:**

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**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: Retain in Office for 7 years after the end of the fiscal year in which initiated and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

Microfilm master: Retain in Archives for 7 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 18180

**TITLE:** Payment documents

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82414

3

**TITLE:** Payroll information report files

**DATES:** 1984-

**ARRANGEMENT:** numerical by pay period

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Report from Finance indicating the status of agency payroll transactions.

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 23245

3

**TITLE:** Personnel files

**DATES:** 1980-2003.

**ARRANGEMENT:** Alphabetical by employee surname.

**DESCRIPTION:**

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

**RETENTION:**

Retain for 65 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 23245

**TITLE:** Personnel files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82415

3

**TITLE:** Posting payroll files

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 8.50 cubic feet.

**DESCRIPTION:**

Posting payroll records used by the budget officers to post payroll for assigned divisions, reconciliations, and other general budget purposes. Division and bureaus are divided between the budget officers.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82422

3

**TITLE:** Procurement records

**DATES:** 1985-

**ARRANGEMENT:** Numerical by procurement number thereunder alphabetical by offeror/contractor's name

**DESCRIPTION:**

The official procurement record for all procurement actions published/approved by the purchasing agent in the Office of Fiscal Operations, Bureau of Contract Management. Includes procurement records for canceled solicitations and hard copy, late responses to solicitations. Each procurement file is a unique compilation of documents that begins with a need for a client service. The procurement documents in the file vary but may include the following items: the original solicitation, (if published on the State of Utah's (State's) electronic bidding system, the solicitation may have to be accessed on the State's electronic bidding system), hard-copy responses received, both timely and late, (responses submitted electronically through the State's bidding system may have to be accessed on the State's bidding system; untimely electronic responses are rejected by the bidding system and will not be available), evaluation committee conflict of interest disclosure statements, score sheets, bid tabulations, award recommendation(s), and notice(s) of award and/or non-award. This series also includes any debriefing requests and/or protests filed pursuant to a DHS procurement action, records related to the handling and resolution of each, including any decisions rendered in the matter.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

All Formats: Retain in Office for 1 year after contracts awarded

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82422

**TITLE:** Procurement records

(continued)

and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Division of Purchasing and General Services Series #16591

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected.	UCA 63G-2-309 (Confidentiality claims); UCA 63G-2-305(6) (Disclosure of which would impair governmental procurement proceedings)
Private.	UCA 63G-2-302(1) (Tax Id Numbers and/or Social Security Numbers)

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82416

3

**TITLE:** Provider check register files

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This record series contains a register of the checks issued to and cashed by the provider for services. Providers listed have contracts with all of the divisions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

Computer magnetic storage media: Retain in Office for 3 years after the end of the fiscal year and then erase.

**APPRAISAL:**

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

All budget officers do not make changes on the data file. Many make changes to the paper copy only. As a result, the paper must be kept as the record copy. Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82417

3

**TITLE:** Provider contract files

**DATES:** 1980-2012.

**ARRANGEMENT:** Alphabetical by county, thereunder chronological.

**DESCRIPTION:**

Copies of contracts between Human Services and providers which are used to track the cost against the payment for services. These contracts may involve federal funds. A copy of the contracts are kept by the Bureau of Contract Management. This series includes Contract Payment Record, date span, amount, voucher number, payments, balance, Source of Grant Fund, total shown to obtain federal match money for that program, Contract Budget Record, any amendments, In Kind Match, memoranda, ledger sheets, and warrant request.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**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 administrative, and/or fiscal value(s). All contracts which have originated from the Department of Human Services are kept in the Bureau of Contract Management Services for three years and the State Records Center for an additional four years. No other office in the Department needs to keep contracts longer than the termination date of the contract.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28291

1

**TITLE:** Provider financial report internal review forms

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by provider name

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends, not exceeding 4 years, and then destroy.

**APPRAISAL:**

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

These records contain summaries of financial information compiled from other sources. These are reference materials.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(h)

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82418

3

**TITLE:** Public assistance warrant reconciliation files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a listing of checks issued on a daily basis by the divisions which are used to do a daily balance of accounts.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after the end of the fiscal year and then destroy.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82418

**TITLE:** Public assistance warrant reconciliation files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82419

3

**TITLE:** Purchase order files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 30.00 cubic feet.

**DESCRIPTION:**

Orders used to document the purchase transaction and the notify the agency of purchase approval.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after fiscal years ends and then transfer to State Records Center. Retain in State Records Center for 42 months and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28293

3

**TITLE:** Rate setting records

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, then service code.

**DESCRIPTION:**

This series includes drafts and working papers containing financial data obtained from contracted providers including annual financial reports, tax reports, salary surveys, and other cost data. These records are used to develop and set rates for specific services that the Department of Human Services (DHS) publishes and subsequently pays to contracted providers for services provided to DHS clients. Outdated rates and working papers are used for reference when creating new rates.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28293

**TITLE:** Rate setting records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(2),(4),(22)

**SECONDARY DESIGNATION(S):**

Public. Final rates are public.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82420

3

**TITLE:** Receipt books

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are blue NCR (no carbon required) copies of receipts for monies received by Finance from divisions and district offices for deposits and or payments. This series includes the amount received, from whom, and method of payment (check, cash).

**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:** 07/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on Records Disposition Number 81-36.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82421

3

**TITLE:** Reconciliation backup files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 17239

3

**TITLE:** Register of handwritten food stamp issuance files

**DATES:** 1982-2008.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This is a record of the amount of food stamps issued to a client on a daily basis. If any litigation, claim, or audit has started before the expiration of the three year period, records will be retained until resolution.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

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

Microfiche master: Retain in Office for 3 years after date of issuance or until audits are completed, or issuer is reviewed and then destroy.

**APPRAISAL:**

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

Retention is based on 7 CFR 272.1 (f), 7 CFR 274.1 (2), and 7 CFR 277.121.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28128

3

**TITLE:** Request for primary/secondary non-contracted provider record creation/update forms

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by provider name.

**DESCRIPTION:**

These records include all forms and documentation submitted by primary and secondary non-contracted providers, including copies of W-9s and Social Security cards. Once input into CAPS (Contracts Approvals & Payments System), these records are destroyed and the record in CAPS is maintained as the record copy.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 28128

**TITLE:** Request for primary/secondary non-contracted provider record creation/update forms

(continued)

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(1)(a), (1)(b), and (1)(h)

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82424

3

**TITLE:** Supplemental and emergency fund register files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record of clients and employees who have received supplemental checks due to a monetary shortage when first issued, and to emergency welfare check recipients. This record is used to prepare a grant reduction report.

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records are currently being destroyed when updated lists have come out. Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82426

3

**TITLE:** Travel records

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82427

3

**TITLE:** Void report files

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This record series is used to confirm voided checks. They are then reconciled with State Finance, and the amount is credited to the proper low organizational number. This series includes journal entries, low organizational number, and check amount.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after end of the fiscal year and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 18181

3

**TITLE:** Vouchers

**DATES:** ca. 1975-

**ARRANGEMENT:**

**DESCRIPTION:**

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

**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: Retain in Office for 7 years after end of fiscal year in which initiated and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

Microfilm master: Retain in Archives for 7 years after the end of the fiscal year they were initiated and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 18181

**TITLE:** Vouchers

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82429

3

**TITLE:** Warrant check register files

**DATES:** 1977-1995.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

A register of all warrants cut by the Bureau.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Computer output microfiche master: Retain in Office for 7 years and then destroy provided all audits have been completed.

Microfilm master: Retain in Archives for 2 years and then destroy.

Microfilm duplicate: Retain in Archives for 2 years and then destroy.

**APPRAISAL:**

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82430

3

**TITLE:** Warrant request files

**DATES:** 1985-2010.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year after the fiscal year ends and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy provided State Finance holds original records.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82353

3

**TITLE:** Warrants and emergency revolving fund checks

**DATES:** 1937-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:** 7.00 cubic feet.

**DESCRIPTION:**

This is a record of original checks of monies paid out by divisions for various welfare programs by the Divisions of Recovery Services, Assistance Payments, Community Operations, and Family Services.

This series includes the name, address of recipient, and authorized signatures.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

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

Retention is at the request of the agency.

Previous decision: paper 7 years; microfilm 7 years.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82353

**TITLE:** Warrants and emergency revolving fund checks

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82432

3

**TITLE:** Work program files

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

This is a statement of financing as appropriated by the Legislature and given to the division. This plan shows how the agency will spend the money, and documents any changes in the outlined expenditure or revenue. this record is sent to Finance by the division. Finance keeps the record copy. This series includes the appropriated budget, revisions, and expenditure detail.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

**AGENCY:** Department of Human Services. Office of Fiscal Operations

**SERIES:** 82432

**TITLE:** Work program files

(continued)

**PRIMARY DESIGNATION:**

Public