

Retention and Classification Report

Agency: Department of Human Services. Office of Technology (2709)

1200 North 200 West, Rm 119
Salt Lake City, UT 84103

Records Officer: _____

19064	*Billing records
27281	*Computer backup tapes
24995	*Data processing security and access records
26196	*Year 2000 compliance

AGENCY: Department of Human Services. Office of Technology

SERIES: 19064

1

TITLE: Billing records

DATES: 1970-2012.

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

These are reports of billings issued for payment of services to the Department of Human Services, Office of Technology.

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 1 year 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 fiscal value(s).

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Human Services. Office of Technology

SERIES: 27281

3

TITLE: Computer backup tapes

DATES: 1985-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

There is no equipment available to read these backup tapes. Based on the other series created by the Office of Information Technology there is a possibility that personnel files could be contained on the backup. Therefore the retention reflects the longest retention possible for records from this office during this time frame. Labels on the tapes indicate that they were from Social Services Data Processing and include the system number, tape number, date processed, program (WE), and a tape description which typically reads WE.ARC### or WE.VS###.BACKUP.WEEKLY

RETENTION:

Retain for 65 year(s)

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:

Computer magnetic storage media: For records beginning in 1985 through 1991. Retain in Office for 17 years and then transfer to State Records Center. Retain in State Records Center for 48 years and then erase.

APPRAISAL:

These records have administrative value(s).

This series contains weekly computer backup tapes.

AGENCY: Department of Human Services. Office of Technology

SERIES: 27281

TITLE: Computer backup tapes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Human Services. Office of Technology

SERIES: 24995

1

TITLE: Data processing security and access records

DATES: 1980-2012.

ARRANGEMENT: Chronological by year, thereunder alphabetical by last name.

DESCRIPTION:

These are records of persons authorized to use or access various Human Services computer systems. They contain security clearances, log on applications, requests to change screens or functions of various systems, security access records, violations, suspensions, investigations, and all other system control records.

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 superceded and then destroy.

Computer data files: Retain in Office until superceded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Technology

SERIES: 26196

3

TITLE: Year 2000 compliance

DATES: 1997-2001.

ARRANGEMENT: Chronological, thereunder alphabetical by agency

TOTAL VOLUME: 17.00 cubic feet.

DESCRIPTION:

Records in this series contain Year 2000 (Y2K) documentation created and held by the Department of Human Services, Office of Technology. Records in this series were gathered in preparation for Y2K in order to re-establish computer systems should there have been a problem. Records in this series also verified that all systems worked after Y2K. Records include inventories of computer hardware and software, data checks, surveys of DHS employees, and checklists to be completed when accessing computer systems after January 1, 2000.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/2006

FORMAT MANAGEMENT:

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

Compact disc: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public