

Retention and Classification Report

Agency: Department of Human Services. Administrative Support (2714)

, UT

Records Officer: _____

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AGENCY: Department of Human Services. Administrative Support

SERIES: 17212

3

TITLE: Administrative records on individuals and family grant files

DATES: 1983-2009.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

These records relate to the Individual and Family Grant Program. This series includes all Individual and Family Grant Program records, Red Cross assistance, disaster unemployment referrals, administrative financial response records, audit reports, individual and general damage assessment records, daily log sheets, daily report of on site activity, policy decisions, flood insurance records of victims, newsclippings, aerial maps of the area prior to and after the disaster, policy manuals, program critiques, hazard mitigation reports, appeals records, application and denial records, and Registration and Application

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

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 or until all claims have been settled and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention is based on 44 CFR 205.54. Updated program materials are included in this series.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17212

TITLE: Administrative records on individuals and family grant files

(continued)

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 11993

1

TITLE: Construction project case files

DATES: 1970-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

Case files documenting the construction of new buildings and the renovation of rented buildings for state use.

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 or until microfilmed and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83809

3

TITLE: Department capital expenditure files

DATES: 1975-2009.

ARRANGEMENT: None.

DESCRIPTION:

This records series consists of inventory sheets used to track and control all equipment owned by and disbursed throughout the department.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 0 years after updated or until superseded and then destroy.

Computer magnetic storage media: Retain in Office for 2 years after date of list and then erase.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17203

3

TITLE: Detail listing of payments by provider reporting files

DATES: 1986-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a record sent to the provider which states how much money he was paid for services during that year. The provider uses these statements for income tax reporting purposes. This series includes the provider's name, address, and the total amount paid during the year.

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 all audits have been completed 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).
Retention is based on 45 CFR part 74.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17202

3

TITLE: Disaster response protocol resource directory

DATES: 1987-2004.

ARRANGEMENT: Alphabetical by district name.

DESCRIPTION:

This is a listing of personnel to contact on a state, district, and county level in the event of a disaster, for each of the disaster response tasks assigned to the Department. The directory is taken to the disaster site by the Department's representative.

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is at the request of the bureau and is currently being updated and destroyed. The bureau also regulates the access and distribution of the information.

PRIMARY DESIGNATION:

Private 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83810

3

TITLE: Division capital expenditure files

DATES: 1975-2009.

ARRANGEMENT: None.

DESCRIPTION:

This record series contains the inventory sheets used to track and control all equipment owned by the divisions. All of the inventory sheets are signed by the division head to verify ownership and/or possession of property.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17206

3

TITLE: Emergency shelter management training program

DATES: 1981-2009.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This is a record of course material for training people in emergency shelter management. This series includes the class roster, training manuals, and related materials.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after department use ends and then transfer to State Archives with authority to weed.

Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public name

SECONDARY DESIGNATION(S):

Private. social security number, telephone number, and address

AGENCY: Department of Human Services. Administrative Support

SERIES: 14204

3

TITLE: Fatality review records

DATES: 1989-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document clients from the Department of Human Services who have expired under questionable circumstances while under departmental supervision. Information includes juvenile fatality information on a statewide level, name, background information, police reports, reviews, and correspondence.

RETENTION:

Permanent. Retain for 30 year(s) after case is closed

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until case is resolved and then transfer to State Records Center. Retain in State Records Center for 29 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in mortality records and the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Administrative Support

SERIES: 14204

TITLE: Fatality review records

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (8),(9), (1992

SECONDARY DESIGNATION(S):

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

Controlled. UCA 63G-2-304 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17209

3

TITLE: Federal rules and regulations

DATES: 1980-2004.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This is a collection of the federal rules and regulations for the various programs conducted by Management Services as they pertain to disaster and emergency planning. These programs would include the individual and family grant program, emergency mass feeding and shelter, crisis counseling, damage assessment, socio-economic impact, repatriation, emergency food stamps, and changes in the flood insurance program. There may be victim information associated with some of these programs and there may be other federal program regulations added.

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17211

3

TITLE: Historical administrative office files

DATES: 1969-2009.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This series contains policy manuals and plans which documents the evolution of the department. This series includes a final copy of the Social Services Consolidation Plan, department manuals and updates, integration reports of district offices, resource handbooks, state plans, and some of the obsolete forms used by the Office of Community Operations.

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 transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records depict the evolution of the Department in the state and should be retained for research purposes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 14387

3

TITLE: Human rights review committee records

DATES: 1980-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are proposals submitted to the division by employees and clients to determine whether or not to approve or deny requests for research projects concerning human rights issues. Information includes proposals, names, addresses, and signatures.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after research is completed and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This series documents the actions taken by the committee.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 5605

3

TITLE: Internal revenue match list

DATES: 1984-2014.

ARRANGEMENT: Numerical by social security number

DESCRIPTION:

The master computer magnetic tapes are created by the United States Internal Revenue Service and are used by the Department of Human Services to match tax and income information. This is done to review information provided by Utah residence currently receiving public assistance in order to determine fraud. The information on these tapes include client social security numbers, names, employer, and total gross earnings of clients. The United States Internal Revenue Service sends additional tapes to Human Services, Management Services, throughout the year and they are used to update the master file on a quarterly basis.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 3 months and then erase.

Computer output microfiche master: Retain in Office for 3 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83811

3

TITLE: Motor Pool operating records

DATES: 1984-2004.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a record of all motor pool authorizations and operating records used by the division to keep track of payment. This series includes Motor Pool Operating Record, state number of car, date, make, year of the car, mileage, destination, Department of Finance Authorization for use of Motor Pool, name of the driver, department, division, low organizational number, charge, time of use and signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 10 Item 20, 1986.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17207

3

TITLE: Nuclear shelter capabilities building files

DATES: 1984-2006.

ARRANGEMENT: Alphabetical by counties.

DESCRIPTION:

This is a listing of shelters statewide which have been designated as safe in the event of a disaster. This series includes capacity, shelter location, and shelter type (mine, cave).

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

State Civil Defense has been cited as the generating office for this information and sends out all updated material.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83812

3

TITLE: Parking ticket files

DATES: 1986-2004.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are receipts of payments of parking tickets.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).

The department has no legal authority to collect the fines. Under the circumstances, this is an unnecessary record series.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 14777

3

TITLE: Personnel files for permanent employees

DATES: 1985-2003.

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 10 years after retirement or separation and then transfer to State Records Center. Retain in State Records Center for 55 years and then destroy.

AGENCY: Department of Human Services. Administrative Support

SERIES: 14777

TITLE: Personnel files for permanent employees

(continued)

APPRAISAL:

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

This disposition is based on the 1997 Utah General Retention Schedule, Schedule 11, Item 2.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83813

3

TITLE: Postal records

DATES: 1986-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

Records relating to all tyoes of mail services. This series includes incoming, outgoing, certified, registered, special delivery, business, mail pouches and United Parcel Service (UPS).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 12 Item 5 and 6, 1986.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17204

3

TITLE: Provider check registers

DATES: 1984-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a record of checks which have been issued to providers from the department for services. This series is used to verify payment. It includes provider's name, code number, service number, and total amount paid.

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 issue and then destroy provided all information is on the data system.

Computer magnetic storage media: Retain in Tape Library for 3 years after end of the fiscal year or until all audits have been completed and then erase.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 45 CFR part 74.

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17210

3

TITLE: Random moment sample questionnaire files

DATES: 1983-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a random study of a district worker's time. A call is made to an employee at any social service office. He is asked what type of social service function he is presently working on. Responses are noted on the question sheet. The information is compiled so that the department may bill the federal government for matching funds. This series includes the type of services provided, employees job title, eligibility code number of the consumer, and corresponding code number for services.

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 years and then destroy provided all audits have been completed.

Computer magnetic storage media: Retain in Office for 3 years after year ends and then transfer to Tape Library. Retain in Tape Library for 3 years and then erase provided all audits have been completed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on 42 CFR 74.21.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Administrative Support

SERIES: 17210

TITLE: Random moment sample questionnaire files

(continued)

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83814

3

TITLE: Real property files

DATES: 1881-2009.

ARRANGEMENT: Numerical by asset number.

DESCRIPTION:

This is a listing of all buildings and property purchased by the department. Original titles and deeds are filed with the Division of Facilities and Construction Management. This series includes the asset number, type of property, address, location, serial number, year purchased or acquired, cost, and the number of acres.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17208

3

TITLE: School and senior citizen center emergency shelter survey program files

DATES: 1985-2009.

ARRANGEMENT: Alphabetical by center name, district.

DESCRIPTION:

This is a listing of schools and senior citizen centers and their capabilities to provide emergency care. This information is used when an emergency shelter needs to be established. This information is distributed to the Red Cross, Social Service district directors, and county civil defense personnel who allocate shelters in case of an emergency or disaster. The name, address, and telephone number of the proposed shelter and the contact persons are also listed. Community Mental Health Centers are surveyed for staff availability to serve as crisis intervention workers.

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public all information except for items listed below

SECONDARY DESIGNATION(S):

Private. name, address, and telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17201

3

TITLE: Service activity summary files

DATES: 1982-2009.

ARRANGEMENT: Alphanumerical by client's name, case number.

DESCRIPTION:

This is a record of summary reports and possible statistical information used by the department specialists to write reports for various departmental related work. These reports may be state plans, federal reports, and grant requests. This series includes number of cases opened during the year, type of service provided or discontinued, any attached service code number, and the client's name and case number (case number is usually the social security number).

RETENTION:

Retain until superseded

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83815

3

TITLE: Shipping and receiving files

DATES: 1987-2009.

ARRANGEMENT: Chronological.

DESCRIPTION:

This is a record of the shipment and receipt of equipment and general supplies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 17205

3

TITLE: Social service emergency communication regulations and protocol files

DATES: 1978-2004.

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This is a statewide listing of people and the type of radio and radio system(s) they own or can access. This information is needed to set up a statewide communication system in the event of an emergency. This will be replaced by one statewide system, and the record keeping system will change. This series includes the name and telephone number of the contact person in a given area, method of action, and notations of backup communications systems available in the area.

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 until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2017.

AGENCY: Department of Human Services. Administrative Support

SERIES: 83816

3

TITLE: Transfer billing files

DATES: 1979-2004.

ARRANGEMENT: Alphabetical by month and division name.

DESCRIPTION:

This is a record of the original billings generated by General Services which are sent to the division to show the services provided and the charge. This series includes all printing, store supplies, and other services offered to the divisions; name of the ordering division, amount owed, type of service, low organizational number, total and authorized signature.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.