Retention and Classification Report

Agency: Department of Health. Bureau of Communicative Disorders (2790)

44 Medical Drive
Salt Lake City, UT 84113
801-584-8215

Records Officer: _____

82188	*Accounts receivable invoices
82189	*Budget background records
82190	*Central Stores order files
82191	*Daily appointment books
82192	*Employment applications
82193	*Printing orders
82194	*Purchase requisitions
82195	*Records retention schedule
82197	*Travel vouchers

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82188 3
TITLE: Accounts receivable invoices
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

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 6 Item 6.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82189 3
TITLE: Budget background records
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 5 Item 4.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82190 3
TITLE: Central Stores order files
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 3 Item 9.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82191 3
TITLE: Daily appointment books
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 23 Item 2b.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82192 3
TITLE: Employment applications
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 1 Item 15a.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82193 3
TITLE: Printing orders
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 13 Item 3a.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82194 3
TITLE: Purchase requisitions
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 3 Item 4c.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82195 3
TITLE: Records retention schedule
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 16 Item 11.

AGENCY: Department of Health. Bureau of Communicative Disorders

SERIES: 82197 3
TITLE: Travel vouchers
DATES: undated.
ARRANGEMENT: none
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Based on General Retention Schedule 9 Item 3b.

PRIMARY DESIGNATION:

Public