Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Office of State Debt Collection (2791)
5110 State Office Building
Salt Lake City, UT 84114-0000

Records Officer: _____

27020	*Activity reports
30862	Administrative hearing recordings
30858	Annual receivable reports
25596	Debt collection debtor case records
25597	Debt collection financial records
31129	Debtor system interface files
30861	Driver License Division appropriate use audit
28788	*Garnishment records
30859	Quarterly receivable reports
30860	Third party vendor reports
31128	Working documents for processing Impact actions

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 27020 1
TITLE: Activity reports
DATES: 2008-2024.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These reports support the agency's administrative function to track the productivity within the office as employees collect debts owed to the state. Reports document an array of activities related to collections, expenditures, revenue, and performance assessment . Examples include account reviews, quarterly accounts receivable reports, employee proficiency and managerial reports, and third-party vendor reports.

RETENTION:

Retain for 5 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 for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The agency requested to extend the retention to 5 years due to administrative need. Records are used for a longer period of time as they document the financial dealings of the state. These reports are repeatedly compared to their newer iterations as the agency reviews and reconciles any outstanding debts to the state. Regular retention for activity reports is usually 1 year according to SG 1-48.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 27020
TITLE: Activity reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(3)(2015)

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30862 3
TITLE: Administrative hearing recordings
DATES: 2020-
ARRANGEMENT: None.
DESCRIPTION:

These records contain audio/visual recordings of administrative hearings between debtors and the Office of State Debt Collections.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative value has been met and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2024)

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30858 3
TITLE: Annual receivable reports
DATES: 2024-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records contain the annual receivable reports mandated by Utah Code 63a-3-502.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25596 3
TITLE: Debt collection debtor case records
DATES: 1995-
ARRANGEMENT: Database.
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records support the agency's function to collect accounts receivables ordered by a court (Utah Code 63A-3-502(6)(a)(2015). Records contain authorizations and notes, documentation of collection efforts, OSHA Inspections, bankruptcy information, reconciliation reports and court information, such as court dockets and judgments.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 8 years after final action and then delete.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25596
TITLE: Debt collection debtor case records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25597 3
TITLE: Debt collection financial records
DATES: 1995-
ARRANGEMENT: Numerical by record number, thereunder chronological by date.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records document the agency's responsibility for collecting and managing state receivables (Utah Code 63A-3-502(3)(a)(2015). Records contain the payments, adjustments, refunds, non sufficient funds (NSF) checks, and cancelled warrants received by the agency, and may include receivables, payment vouchers, inter-agency transfers, finders garnishments and refunds, Utah Technology Finance Corporation (UTFC) loans, bank deposits, and cash receipt books. These records also include the Office of State Debt Collection bank and system reconciliations.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

Paper: For records prior to and including 2024. Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25597
TITLE: Debt collection financial records

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 31129 3
TITLE: Debtor system interface files
DATES: 2009-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records contain the Office of State Debt Collection debtor system interface files. These files are used to transfer information between computer systems. They are generated automatically, stored on the shared drive, and then read by other systems.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b) (2024)

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30861 3
TITLE: Driver License Division appropriate use audit
DATES: 2023-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records contain the Office of State Debt Collections annual audit of employee use and access to the Drivers License Division systems.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2025)

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 28788 3
TITLE: Garnishment records
DATES: 1995-2024.
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to collect accounts receivables ordered by a court (Utah Code 63A-3-502(6)(a)(2015). Records document garnishment payments and authorizations, and may include copies court information, such as dockets and judgments, bankruptcy information, reconciliation reports, and related notes and correspondence.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30859 3
TITLE: Quarterly receivable reports
DATES: 2024-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records contain the quarterly receivable reports mandated by Utah Code 63a-3-502.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30860 3
TITLE: Third party vendor reports
DATES: 2024-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

These records contain reports that compare the collection and performance rates of third-party vendors that are contracted with the state to collect debts. These records also contain comparisons of third-party vendor debt collections to other state collections and comparisons of third-party vendor revenue collection to total revenue. The reports are provided to the vendors so that they can compare their metrics against other vendors.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial working records, GRS-16591.

AUTHORIZED: 02-07-2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 30860
TITLE: Third party vendor reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 31128 3
TITLE: Working documents for processing Impact actions
DATES: 2010-
ARRANGEMENT: Chronological by fiscal year.
DESCRIPTION:

This record series contains the working documents necessary for the Office of State Debt Collection (OSDC) to process actions taken in the Impact system. These records are not considered a preservation record and are retained on the shared drive to facilitate the operations of OSDC.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial temporary processing records, GRS-16596.

AUTHORIZED: 11-27-2023

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b) (2024)