

Retention and Classification Report

Agency: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting (4247)
2110 State Office Building
P.O. Box 141031
Salt Lake City, UT 84114-1031
801-538-3293

Records Officer: _____

23654	Accounts payable records
80043	Accounts receivable records
80082	Interdepartmental transaction records

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 23654

3

TITLE: Accounts payable records

DATES: 1995-

ARRANGEMENT: Alphabetical by Name

ANNUAL ACCUMULATION: 9.00 cubic feet.

DESCRIPTION:

These records support the agency's function to perform the budget and accounting responsibilities for the Department of Administrative Services. Records document the fulfillment of requests made by various agencies to pay vendors for supplies and/or services provided, including invoices, purchasing records, reimbursements, and related documents.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 23654

TITLE: Accounts payable records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 80043

3

TITLE: Accounts receivable records

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

These records support the agency's function to perform the budget and accounting responsibilities for the Department of Administrative Services. Records document the billing for repairs, services, or supplies and may include correspondence and any reports or data related to voucher preparation, administrative audit, or other accounting and disbursing operations.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

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.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

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

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 80043

TITLE: Accounts receivable records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 80082

3

TITLE: Interdepartmental transaction records

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to perform the budget and accounting responsibilities for the Department of Administrative Services. Records document the transfer of goods, services, or payments between state agencies, and may include invoices, correspondence, and related documents.

RETENTION:

Retain for 4 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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

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

AGENCY: Department of Administrative Services. Division of Finance. Consolidated Budget and Accounting

SERIES: 80082

TITLE: Interdepartmental transaction records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2016.