

Retention and Classification Report

Agency: Department of Government Operations (4471)

4315 South 2700 West, Floor 3
Taylorsville, UT 84129-2128

Records Officer: _____

| | |
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| 27028 | Activity Reports |
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AGENCY: Department of Government Operations

SERIES: 27028

3

TITLE: Activity Reports

DATES: 2008-

ARRANGEMENT:

DESCRIPTION:

This series contains weekly activity reports that track the productivity of employees within all divisions of the Department of Administrative Services. Individual reports are received from each division and are then compiled to create these reports, which are then forwarded on to the Governor's Office. These include key developments; personnel issues; litigation issues; debt collection statistics as well as other fiscal information; information from the energy sections of both DFCM and Fleet Operations; microfilm, processing, and analyst statistics from Archives; project development information; information on employee participation in conferences, forums, and trainings; and any highlights or key measurements that more clearly illustrate the productivity of Department employees.

RETENTION:

Retain for 1 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:

Paper: Retain in Office for 1 year or until administrative needs end, whichever is first, and then destroy.

AGENCY: Department of Government Operations

SERIES: 27028

TITLE: Activity Reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (3), (4), (6), (16), (17), (24), (25)

AGENCY: Department of Government Operations

SERIES: 13438

TITLE: Administrative files

DATES: 1982-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the activities of the Department of Administrative Services regarding Worker's Compensation, User Advisory Committee, Division Directors' Meeting, and other miscellaneous meetings.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Government Operations

SERIES: 13438

TITLE: Administrative files

(continued)

APPRAISAL:

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

Disposition based on the value of these records documenting the decisions, activities and functions of the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Department of Government Operations

SERIES: 29618

3

TITLE: Administrative rule records

DATES: 1993-

ARRANGEMENT: Chronological.

DESCRIPTION:

Information an agency relies upon when making a rule under the Utah Administrative Rulemaking Act, Title 63G, Chapter 3, including copies of "(a) the proposed rule, change in the proposed rule, and the rule analysis form; (b) the public comment received and recorded by the agency during the public comment period; (c) the agency's response to the public comment; (d) the agency's analysis of the public comment; and (e) the agency's report of its decision making process." (Subsection 63G-3-102(1)) Also may include records and other information used by agencies to support rulemaking decisions.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Paper: Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Department of Government Operations

SERIES: 29618

TITLE: Administrative rule records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations

SERIES: 29992

3

TITLE: Audit records

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder numerical by audit number.

DESCRIPTION:

These records document performance audits of programs within the Department of Administrative Services. Audits are performed by the Department's internal auditors or by a contracted internal auditor. Records include final reports and related correspondence.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Department of Government Operations

SERIES: 29992

TITLE: Audit records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Government Operations

SERIES: 29993

3

TITLE: Audit work papers

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder numerical by audit number.

DESCRIPTION:

These records document field work and the creation of the auditor's report for performance audits of programs within the Department of Administrative Services. Audits are performed by the Department's internal auditors or by a contracted internal auditor. Records include notes, analyses, data, and related correspondence.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit work papers, GRS-1728.

AUTHORIZED: 10-24-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations

SERIES: 29993

TITLE: Audit work papers

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Department of Government Operations

SERIES: 30512

3

TITLE: Executive correspondence

DATES: 2021-

ARRANGEMENT: Chronological.

DESCRIPTION:

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of a state agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain for 5 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years after separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records have historical value based on their evidence of government deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Department of Government Operations

SERIES: 30512

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations

SERIES: 9777

3

TITLE: Fixed asset inventory

DATES: 1985-

ARRANGEMENT: None

DESCRIPTION:

File used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

AGENCY: Department of Government Operations

SERIES: 29915

3

TITLE: Grant records

DATES: 2015-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the Department's fulfillment of their mandate to provide effective management of state administrative services, and to serve the public interest by providing services in a cost-effective and efficient manner (see Utah Code 63A-1-102(2,3)) via grants applied for and received. Records include successful grant applications, notice of award, correspondence, and related records.

Unsuccessful grant records follow general retention schedule GRS-1746: Unsuccessful grant application files, which has a retention of "retain for 1 year after resolution of issue, then destroy."

RETENTION:

Retain for 7 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

AUTHORIZED: 07-23-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until final action 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).

AGENCY: Department of Government Operations

SERIES: 29915

TITLE: Grant records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations

SERIES: 9778

3

TITLE: Travel reimbursement requests

DATES: 1985-

ARRANGEMENT: None.

DESCRIPTION:

Documents request made by traveler for reimbursement of out-of pocket expenses.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.