

Retention and Classification Report

Agency: Department of Health and Human Services. Office of Internal Audit. (4599)

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Records Officer: _____

16727	Bureau correspondence file
81838	Contract files
16725	Internal audit reports
29347	Internal audit working papers
16726	Supervisor's personnel files

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16727

3

TITLE: Bureau correspondence file

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This file contains copies of all correspondence sent by and to the bureau. It consists of two duplicate files. It includes memoranda and correspondence to and from the other bureaus within the Health Department and local health departments concerning audits conducted by the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These records are of long-term value because they document the activities of the bureau as a whole and show its policies, achievements, and activities. However, correspondence dealing with routine day-to-day matters should be weeded out when no longer needed. Also, one copy of the correspondence should be sufficient for the needs of the office. Records under "1" include one set of the correspondence, letters of transmittal that do not add any information to that contained in the transmitted material. Quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "2" relate to the internal administration or housekeeping activities of the office. In

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16727

TITLE: Bureau correspondence file

(continued)

general these records relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere. Records under "3" are not duplicated elsewhere and document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 81838

3

TITLE: Contract files

DATES: 1981-

ARRANGEMENT: alphabetical by division

DESCRIPTION:

This is the record copy of all the department's contracts. The files include maintenance contracts, procurement contracts, service contracts, and facility contracts.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after contract expires and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This disposition is based on the administrative needs expressed by the agency and the legal requirements specified in UCA 72-12-23 (2005) indicating no legal action can be taken after "6 years."

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 81838

TITLE: Contract files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16725

3

TITLE: Internal audit reports

DATES: 1965-

ARRANGEMENT: Alphabetical by organization name.

DESCRIPTION:

The Office of Internal Audit monitors the Department of Health's processes and use of government funds in order to aide them in ensuring efficient and effective management of health programs overseen by the state (Utah Code 26-1-3(1991)). These final reports contain the findings and recommendations made as a result of internal financial and performance audits.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). These records have administration and fiscal value as they are used to monitor compliance with program funds and recommendations. Audit reports have historical value as they document the efforts of government to be honest and transparent in its use of public funds.

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16725

TITLE: Internal audit reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 29347

3

TITLE: Internal audit working papers

DATES: 1965-

ARRANGEMENT:

DESCRIPTION:

The Office of Internal Audit monitors the Department of Health's processes and use of government funds in order to aide them in ensuring efficient and effective management of health programs overseen by the state (Utah Code 26-1-3(1991)). These records are gathered and generated during internal financial and performance audits and may include information about entities being audited, audit scope and background, auditors and reviewers involved, contracts, audit dates and procedures, expenditure statements, monitoring reports, recommendations, audit reviews and follow-up visits, correspondence, and related records.

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 3 years 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.

APPRAISAL:

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

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 29347

TITLE: Internal audit working papers

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(16),(50),(51),(52),(60),(61), and (62) (2017)

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16726

3

TITLE: Supervisor's personnel files

DATES: 1978-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are files maintained by the bureau manager on the bureau employees for purposes of evaluation. The file also contains unsolicited resumes and copies of state job applications. They include copies of job applications, performance appraisal plans, school transcripts, and employee evaluations. Information includes age, current and past addresses, educational level, employer, employment history, grade average or class standing, job position information (grade/step, etc.), marital status, name, occupation, occupational preferences, sex, signature, and social security number.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Information on current employees should be kept for evaluation purposes. As a performance appraisal covers one year, records should be kept for that length of time only. Information on unsuccessful job applicants is kept in the Personnel Bureau and need not be retained here.

AGENCY: Department of Health and Human Services. Office of Internal Audit.

SERIES: 16726

TITLE: Supervisor's personnel files

(continued)

PRIMARY DESIGNATION:

Private