

## Retention and Classification Report

**Agency:** Department of Government Operations. Division of Finance (388)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 27023

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This series contains weekly activity reports that document the productivity of Finance employees. These include personnel issues, fraud issues, upcoming events, and notes on employee attendance or participation in forums, conferences, workshops, etc.

**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 and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305 (25)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8325

3

**TITLE:** Administrative correspondence

**DATES:** 1940-

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These files document the primary mission and internal administration of the Finance Division which is to provide accounting and payroll support to all agencies within state government.

**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 State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Microfilm master: Retain in State Archives permanently 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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition based on the value of these records in documenting the history, achievements, actions and activities of the Finance Division.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8325

**TITLE:** Administrative correspondence

(continued)

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8335

3

**TITLE:** Administrative reference and reading files

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of all memoranda and correspondence generated by agencies other than Finance used for general reference by all division employees. It includes names of originator and recipient, date sent, and subject matter.

**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:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5984

3

**TITLE:** Annual Comprehensive Financial Report

**DATES:** 1920-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

The Comprehensive Annual Financial Report, or Annual Comprehensive Financial Report, is presented in three sections; Introductory, Financial, and Statistical. The Introductory section contains a list of principal officials, transmittal letter, state organization chart, and graphic presentations, giving an overview of state operations. Included in the Financial section are the general purpose financial statements and footnotes; the individual, combining and account group financial statements; and the State Auditor's report. A history of selected financial and demographic information is in the Statistical section. The report includes all funds and account groups of the State. This report is published annually to summarize the financial position and results of operations in the state. The data is divided into sections regarding various funds, such as General Fund, Uniform School Fund, Transportation Fund and so forth. Note that this is not an audit, so no opinion is expressed as to whether or not data presents fairly the financial position of the State. Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5984

**TITLE:** Annual Comprehensive Financial Report

(continued)

authority to weed.

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

Computer data files: Retain in Office permanently.

**APPRAISAL:**

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

Disposition based on value of records in documenting the annual financial position and results of operations for the state.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8326

3

**TITLE:** Annual leave compilation card (agency copy)

**DATES:** 1975-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is used to summarize the current year's leave taken by each employee. Each employee signs the card and then it is put in their personnel file. These documents include social security number, date hired, vacation rate, leave amounts during each pay period, leave balances, and employee's signature.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then file in personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82267

3

**TITLE:** Applications for American Express cards

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These cards are issued for use on State business. The application is sent to American Express but the files contain a letter of authorization, agreements with travel agencies, and a copy of the application.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after superseded or obsolete and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 1031

1

**TITLE:** Budget analysis records

**DATES:** 1973-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series contains correspondence or subject files of formally organized budget administration, and reflecting policy decisions affecting expenditures for agency programs.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

These records document policies and decisions of the state finance department.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8327

1

**TITLE:** Budget and planning files

**DATES:** 1955-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are papers used to assist in the preparation of the division budget to justify budget requests presented to the department director. These files include working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates -- including duplicate appropriation language sheets, narrative statements, and the bureau's copies of reports submitted to the budget office. It also contains reports on the status of appropriation accounts and apportionment. This information is used to justify budget requests: Budget summaries- low organizational number, program number, the fiscal year involved, the budget number, and a breakdown of budget items by classification, amount of the annual work program, the allotment year to date, the current month's expenditures, the year-to-date expenditures, and the uncommitted allotment balance; Long-term plans- gives the name of the department, name of the program, the low organizational number, the program title, the program authority, a low organizational number, the program title, the program authority, a statement of the problem or need, the program objective, the method to obtain the objective, the method of evaluation, the performance measures by year, the number of full-time positions required by the program by year, the total budget per year, the percent of collections per year, the percent of other funding sources per year, the long-run concerns, an analysis of the program's impact on the preliminary growth management policy, and the capital facility needs; Workload increase requests- gives the year of the request, an analysis of alternative, the specific request, Schedule Six data, posting control information, the additional funds needed to meet the workload increase and the means of securing the funds, a breakdown of the increased staffing needed including the title and grade of the positions, the additional salary and benefits costs, and a breakdown of the increases in other expenses such as travel and space.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8327

**TITLE:** Budget and planning files

(continued)

**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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 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.

**APPRAISAL:**

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

Disposition based on the value of these records in documenting the budget process for the agency including working papers and supporting detail.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18687

3

**TITLE:** Budget report and fiscal detail

**DATES:** 1964-

**ARRANGEMENT:**

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

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

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

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

**APPRAISAL:**

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

This appraisal is based on the need for the agency to track budget appropriations. The records also have historical value as they document state budget appropriations.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 18687

**TITLE:** Budget report and fiscal detail

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8331

3

**TITLE:** Capital outlay of property inventory

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

This file is used to track and control Finance's office equipment, such as typewriters, chairs, and desks. The documents include a general description of the property, its original cost, and the inventory control number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82291

3

**TITLE:** Certificates of participation

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by agency

**DESCRIPTION:**

In 1984 there was money loaned to the state agencies for fixed asset purchase. These files are a history and tracking of that loan money as it is paid back to the loanee. They include a list of equipment purchased, bills, amount spent, and payment history. These are leasing agreements between State agencies and the Division of Finance.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after loan is repaid and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82292

3

**TITLE:** Clearing pattern for state checks list

**DATES:** 1984-

**ARRANGEMENT:** numerical

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This file tracks the method of drawing state funds from federal grants and how long it takes to clear a check. The final object of this list will be to make up a master schedule of grant draws so all grant money will be used within the time allotted.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 25845

3

**TITLE:** Community Impact Board Loan/Bond transcripts

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date of receipt from attorney

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

The Community Impact Board (CIB) receives monies from federal mineral lease funds assessed on energy and mineral developers on public lands. These funds are distributed as loans or grants to local communities to help mitigate the impact of these developers. The loans may be for building streets, water services, or other improvements. This series contains the transcripts of the Community Impact Board bond issue proceedings. The documents are bound legal transcripts.

**RETENTION:**

Retain for 30 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 25845

**TITLE:** Community Impact Board Loan/Bond transcripts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8328

3

**TITLE:** Completed applications for leave forms (agency copy)

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is the authorization and record copy for each employee who takes leave during work hours. This is also the source document for the annual leave documentation card. These documents include employee's name, department and division, type of leave, the number of leave hours, the date of the request, the employee's signature, and their supervisor signature.

**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:** 08/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 979

3

**TITLE:** Correspondence

**DATES:** 1950-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Correspondence documents the administration or management of the Department of Finance, office organization, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain until administrative need ends

**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:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are historical due to their importance in providing evidence of significant policy formulation and business processes of the government.

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30549

1

**TITLE:** Disbursements Team working documents for processing FINET transactions - 3-year

**DATES:** 2023-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the temporary working documents necessary for the delivery and replacement of checks. The preservation records for these transactions are retained in the FINET Account Database Records - 10 Year record series. These records are retained on the shared drive as reference and/or supporting documentation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 6092

1

**TITLE:** Employers index cards

**DATES:** undated

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This series is index cards tracking insurance claims by employer. The card includes the name of the employer as well as their insurance policy number. Then, spaces are provided for the incident number, claim number, employee name, and the date of the accident.

**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.

Microfilm master: Retain in Archives for 5 years and then destroy.

Microfilm duplicate: Retain in Archives for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 7718

3

**TITLE:** Equipment inventory files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

This is a record of the equipment purchased and owned by the bureau, used as a management control and accounting tool. It includes inventory control sheets, technical manuals, operating instructions, capital equipment lists, and requests for equipment or supplies.

**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:** 11/1986

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until updated and then destroy.

Paper: Retain in Office until the equipment is no longer functional and then destroy.

**APPRAISAL:**

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

Inventory control sheets and other records showing the equipment the bureau owns are needed to show what equipment the bureau is charged with. Once they have been updated, they are no longer needed. Manuals that come with equipment should be kept as long as the equipment is kept for bureau reference.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 26072

1

**TITLE:** FI-NET upgrade requests

**DATES:** 1994-

**ARRANGEMENT:** Numeric by FI-NET upgrade number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This series documents upgrades and changes made to FI-NET, the State Financial System housed and monitored through the Division of Finance. These upgrades or changes are requested by state agencies using FI-NET. Documents include Service Requests, Problem Reports, and other documentation needed to make data changes to the FI-NET system.

**RETENTION:**

Retain for 16 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 1 year after requested upgrade is completed and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30547

3

**TITLE:** FINET accounting database records - 10-year

**DATES:** 2013-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the electronic financial transactions for the State's general funds, special revenue funds, permanent funds, capital project funds, debt service funds, proprietary funds and custodial funds. This also contains the electronic financial transactions for the State's component units who utilize the state's general ledger system. PDFs, Excel, Word files, and other supporting documents may be attached to transactions. These financial transactions support each fund's or component unit's assets, liabilities, expenses/expenditures, revenues, and fund balance.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/2023

**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

**SERIES:** 30547

**TITLE:** FINET accounting database records - 10-year

(continued)

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2023.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30545

3

**TITLE:** FINET accounting database records - trusts

**DATES:** 2006-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the electronic financial transactions for the State's trust funds. PDFs, Excel, Word files, and other supporting documents may be attached to transactions. These financial transactions support each fund's assets, liabilities, expenses/expenditures, revenues, and fund balance.

**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 Trust financial records, GRS-1858.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2023.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30548

3

**TITLE:** Financial Reporting Team working documents for processing FINET transactions - 10-year

**DATES:** 2023-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the working documents necessary to complete the transactions of the FINET Account Database - 10 Year record series. These records are retained on the shared drive as reference and/or supporting documentation.

**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:**

Public Utah Code 63G-2-301(3)(e) (2020)

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8329

3

**TITLE:** Fiscal records

**DATES:** 1972-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records relate to the cost of operating the division. They include posting and control media which is the agency's copy of the appropriation and allotment ledgers; telephone billing forms; charges to the department's accounts, operating instructions and warranties for their equipment; memoranda and correspondence; and, information on equipment suppliers, services, and training. Information includes charges for equipment, types of equipment, information on space and organizational needs, and the routine expenses incurred by the bureau in the performance of its duties.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82266

3

**TITLE:** Forfeitures of property in felony cases files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are a history of what happens to property seized in felony (drug) cases. These files include correspondence and final disposition of property (ie sold by apprehending agency, sold by surplus property or turned back to owner).

**RETENTION:**

Retain for 4 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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

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

The statute of limitation for bring a complaint in a felony case is 4 years as per UCA 76-1-302.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 976

3

**TITLE:** Minute books

**DATES:** 1941-1961; 1983-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Minutes of open and closed committee and board meetings as required by UCA 52-4-7.5(2005), et seq. "Written minutes shall be kept of all open meetings" (UCA) 52-4-7 (2005)). May include agenda, meeting minutes, transcripts, and other supporting documentation.

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)  
Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 976

**TITLE:** Minute books

(continued)

documentation.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8332

3

**TITLE:** Out of state travel authorizations (agency copy)

**DATES:** 1984-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is an authorization to travel sent through the division and the department to Finance. There it is used as a verifying document that the individual submitting the travel voucher was authorized to travel and allows Finance to pay him. These documents include an estimation of the cost of the trip, the destination and the dates of the trip, the employee's name, the employee's division and department, an authorizing signature, the low organization number, and the reason for travel.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8333

3

**TITLE:** Personnel files (agency copy)

**DATES:** 1953-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is the complete work history of an individual while employed by the state. This record includes name, address, social security number, work history, all changes in employee's grade, step, pay, position title and classification code, letters of commendation, letters of recommendation, training completion certifications, application for employment, performance appraisal information, salary history, low organization number, distribution code, performance plans, and position descriptions questionnaires. Actions include new hire information, rehire information, cost of living adjustment, promotion, reinstatement, transfer from divisions, performance increases, reassignments, leave without pay status, productivity increase, special adjustments, demotions, reclassifications, longevity, and other specified actions.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after separation or transfer and then transfer to State Records Center. Retain in State Records Center for 63 years.

Microfilm master: Retain in Office for 2 years and then transfer to Archives. Retain in Archives for 63 years and then destroy.

Microfilm duplicate: Retain in Office for 2 years and then transfer to Archives. Retain in Archives for 63 years and then

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8333

**TITLE:** Personnel files (agency copy)

(continued)

destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8334

3

**TITLE:** Policies and procedures

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the policies and procedures that govern the operation and the administration of various programs in the bureau. This record includes copies of memos, sample letters, and forms stating procedures to be followed by department employees on personnel matters. It also includes the date of the memorandum, subject of the memo, and the policy or procedure to be implemented; as well as procedures and policy for employee leave, exercise, membership fees, employee benefits, travel rules, incentive awards, training, performance plans and appraisals, filling positions, working conditions, employee compensation, and employee conduct and development.

**RETENTION:**

Permanent. Retain for 1 year(s) or for 0

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year or until superseded and then transfer to State Archives with authority to weed.

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8334

**TITLE:** Policies and procedures

(continued)

**APPRAISAL:**

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

Disposition based on value of records in agency history as reflected in its policies and procedures.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 29844

3

**TITLE:** Post-conviction capital sentence financial records

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by inmate surname.

**DESCRIPTION:**

These records document the Division of Finance's function to pay attorney fees and litigation expenses incurred in providing representation to death row inmates in post-conviction capital sentence cases (see Utah Code 78B-9-202(3) (2011)).

**RETENTION:**

Permanent. Retain for 7 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 57 years and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).  
These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 29844

**TITLE:** Post-conviction capital sentence financial records

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305(18)(2019)

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2020.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3749

3

**TITLE:** Publications

**DATES:** 1921-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include administrative, legal, fiscal information, financial, and all other activities of the Division of Finance. Consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently after microfilming.

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

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

**APPRAISAL:**

These records have historical value(s).

Publications document agency history and functions. Reports have ongoing research value.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3749

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 988

1

**TITLE:** Purchase ledger

**DATES:** 1936-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

1947 volume has sections for appropriation, personal services, current expense, capital outlay, and payroll by individual employee.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 8336

3

**TITLE:** Records transfer sheets (agency copy)

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are inventories of all records sent to the Utah State Archives. A copy of the transfer sheet is transferred along with the records to the State Archives. When the transfer is complete and the records have been processed and stored, the transfer sheet with the accession number is returned to the agency. These documents include name of originating agency and the records officer, date of the transfer, the accession number, the retention and disposition of the records series, and description of the contents of all boxes transferred object matter.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until final disposition of the records is reached and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3629

4

**TITLE:** Revenue summary and comparison report

**DATES:** 1978-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are year-to-date summaries with a yearly summary of revenue taken in by the state and compared to the previous year's totals. This report was produced twice per year. Information includes net totals for revenue sources such as taxes, license fees, grants, and loans which are divided into general fund balances and divisional totals. It also contains funding codes, departmental and divisional net totals from the previous year, the percentage of projected revenue collected during that time period, and the current year's totals with the percentage of projected revenue collected.

**RETENTION:**

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

Microfilm master: Retain in Archives for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs of the agency.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 3629

**TITLE:** Revenue summary and comparison report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82290

3

**TITLE:** Single audit files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by agency

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files are kept in hard copy and on a Personal Computer diskette. It is a register of federal grants and the money in each. They include the granting agency, receiving agency, grant number, amount and how much spent. It goes to the State Auditor.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This information is an audit file and should be kept 3 years.



**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 5988

3

**TITLE:** Statement of benefits paid to reimbursement claimants

**DATES:** i 1984-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

A listing of unemployment benefits paid to terminated employees.  
This series is generated monthly from the Employment Security  
Division for unemployment compensation.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 05/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State  
Records Center. Retain in State Records Center for 3 years and  
then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 82174

3

**TITLE:** Turn over savings report

**DATES:** 1986-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a report to the legislature on the saving by employee turnover (attrition, early retirement etc.)

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Government Operations. Division of Finance

**SERIES:** 30546

3

**TITLE:** Working documents for processing FINET transactions - trusts

**DATES:** 2006-

**ARRANGEMENT:** Database.

**DESCRIPTION:**

This record series contains the working documents necessary to complete the transactions of the FINET Account Database - Trusts record series. These records are retained on the shared drive as reference and/or supporting documentation.

**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 Trust financial records, GRS-1858.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public Utah Code 63G-2-301(3)(e) (2020)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2023.