

## Retention and Classification Report

**Agency:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services (411)  
288 North 1460 West  
P.O. Box 143101  
Salt Lake City, UT 84114-3101

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

29702 Financial Services accounts payable and receivable records  
81541 Inventory lists

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 29702

3

**TITLE:** Financial Services accounts payable and receivable records

**DATES:** 1985-

**ARRANGEMENT:** Numeric by batch number thereunder chronological by billing quarter.

**DESCRIPTION:**

Collection of monies billed, paid, and reconciled for the Division of Medicaid and Health Financing. They are used to refer back to payments made, date checks were mailed and where they are posted in the State's accounting system. Contains invoice and posting information for accounting payment system, copies of checks with account numbers and any other pertinent information needed to reconcile payments made and refunds issued.

**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 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 7 years and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services  
**SERIES:** 29702  
**TITLE:** Financial Services accounts payable and receivable records

(continued)

**PRIMARY DESIGNATION:**  
Protected Utah Code 63G-2-305 (2018).

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 81541

3

**TITLE:** Inventory lists

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by bureau

**DESCRIPTION:**  
This is a record of the capital equipment in the division.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on General Retention Schedule 3 Item 10.