Retention and Classification Report

Agency: Legislature. Office of the Legislative Auditor General (590)

P.O. Box 145315
W315 State Capitol Complex
Salt Lake City, UT 84114-5315
801-538-1033

Records Officer: _____

22121	Annual reports
25396	Audit Subcommittee meeting minutes
09420	Audit investigation records
09419	Audit investigation reports
17641	Personnel files

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121 3
TITLE: Annual reports
DATES: 1976-
ARRANGEMENT: Chronological.
DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: 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 historical value(s).

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420 3
TITLE: Audit investigation records
DATES: 1975-
ARRANGEMENT: Chronological, thereunder alphabetical by agency name.
DESCRIPTION:

These records support the agency's function to conduct comprehensive and special purpose audits, examinations, and reviews of entities that receive public funds, to monitor new programs and agencies created by the Legislature, and to prepare and submit a written report of audit findings (Utah Code 36-12-15(4)(b) (2012)). The records contain summary documentation on state agency programs and operations and may include correspondence, reports of interviews, statistics and measurements of output and productivity, spreadsheets, contracts, and published literature about programs.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series are authorized by the Legislature.

APPROVED: 04/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 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 1 year and then transfer to State Archives with authority to weed.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420
TITLE: Audit investigation records

(continued)

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical and research value of these records to document the actions and function of the Legislature.

PRIMARY DESIGNATION:

Exempt	Utah Code 36-12-15(8)(2012)

SECONDARY DESIGNATION(S):

Protected.	Utah Code 63G-2-305(10)(2017)
Private.	Utah Code 63G-2-302(1)(b) and (2)(b)
Public	

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2017.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419 3
TITLE: Audit investigation reports
DATES: 1975-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

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 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 is based on the value of these final audit reports in documenting official reviews of state agencies over time.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419
TITLE: Audit investigation reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 25396 3
TITLE: Audit Subcommittee meeting minutes
DATES: 1976-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Permanent. Retain for 15 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 for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

APPRAISAL:

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

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 17641 3
TITLE: Personnel files
DATES: 1975-
ARRANGEMENT: Alphabetical by employee name.
DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain for 65 year(s) after separation

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 until retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 17641
TITLE: Personnel files

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)