

## Retention and Classification Report

**Agency:** Treasurer (1152)

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

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**AGENCY:** Treasurer

**SERIES:** 83228

3

**TITLE:** Accounting journal

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

Includes bank reconciliations, detail investment listings, revenue summaries, expenditure/warrant summaries, summarized pool information, adjusting entries, balance sheets, statement of revenue/expenditures, cash flow statements, and trial balance sheets. This journal is a collection of reports which come from the Treasurer's automated general ledger system, together with supporting work papers. They include, balance sheets, statement of revenue/expenditures, cash flow statements and trial balance sheets.

**RETENTION:**

Retain for 25 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This is the most complete information on the accounting and investing done by the State Treasurer's Office.

**AGENCY:** Treasurer

**SERIES:** 83228

**TITLE:** Accounting journal

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83195

4

**TITLE:** Amortization detail reports

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a monthly report, by investment security, showing the amount of amortization or accretion. This report also becomes part of the earnings report. This report is generated by the Resource Investment Accounting System.

**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:** 09/1988

**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 value(s).

This disposition is based on the administrative needs of the agency.

**AGENCY:** Treasurer

**SERIES:** 83195

**TITLE:** Amortization detail reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 526

3

**TITLE:** Annual reports

**DATES:** 1896-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports describe the activities for the preceding year for this office. The reports contain information pertaining to receipts, disbursements, funds transfers, and account balances.

**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 and then microfilm.

Microfiche master: For records beginning in 1856 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1856 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

The annual reports document the actions of the State Treasurer going back to 1896 and are historically significant.

**AGENCY:** Treasurer

**SERIES:** 526

**TITLE:** Annual reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Treasurer

**SERIES:** 83679

3

**TITLE:** Audit case files (work papers)

**DATES:** 1957-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These are work papers of the auditor of the State Treasurer's office. The auditor is required to audit companies (hospitals, rest homes, etc.) with unclaimed property to be assured that all such property is being reported and that it is reported completely. The State has 10 years after the audit to take action against a non-complying company. The personal data in these files refers to the person or heirs of the unclaimed property.

**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.

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 83679

**TITLE:** Audit case files (work papers)

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Treasurer

**SERIES:** 83680

3

**TITLE:** Audit reports and letters of findings

**DATES:** 1984-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain the audit findings of the State Treasurer's Auditor concerning the filing of reports to the State Treasurer's Office of Unclaimed Property by hospitals, banks and any other entity which finds themselves with unclaimed personal property. They generally contain a great deal of personal information.

**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 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Treasurer

**SERIES:** 83680

**TITLE:** Audit reports and letters of findings

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Treasurer

**SERIES:** 83189

3

**TITLE:** Bank statements

**DATES:** i 1980-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are the monthly bank statements received from the various banking institutions where the state has money invested. They are statements from the general fund account, investment clearing account, bond account, and warrant disbursement accounts.

**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 until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Paper copy: Retain in Office until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**AGENCY:** Treasurer

**SERIES:** 83189

**TITLE:** Bank statements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Treasurer

**SERIES:** 25186

3

**TITLE:** Bond official transcripts

**DATES:** 1990-

**ARRANGEMENT:** Numerical by date issued.

**DESCRIPTION:**

Official files regarding authority to permit bond negotiations with paying agent, etc.

**RETENTION:**

Permanent. Retain for 3 year(s) after final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

**AUTHORIZED:** 12-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after bond expires and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 3970

3

**TITLE:** Bonds, notes, and coupons paid

**DATES:** 1939-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Coupons and notes redeemed throughout the lifetime of the bond. These bonds are issued by the State Treasurer for purposes approved by the State Legislature i.e. buildings, highway renovation, and water projects. These records are summarized on the General Ledger through a FIRMS (Financial Information Resource System) report. Records include issue name, due date, paying agent, amount, bonds, coupons, and transmittals.

**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:** 07/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until redeemed by paying agency and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on Utah Code Annotated 11-14-14.2(c).

**AGENCY:** Treasurer

**SERIES:** 5492

1

**TITLE:** Building board registers

**DATES:** 1965-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 22115

3

**TITLE:** Cash receipts

**DATES:** 1994-

**ARRANGEMENT:** Chronological by year, thereunder numerical by serial number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These records document funds received from various state and local agencies. The receipts are hard copy reports of the information contained on the agency's FI-Net system. The records are used as back up documentation for the system and are audited on a yearly basis. They may include copies of balance sheets, statement of revenue/expenditures, cash flow statements and trial balance sheets.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 22115

**TITLE:** Cash receipts

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83212

3

**TITLE:** Certified out-of-state depositories lists

**DATES:** 1984-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a list given to the 500 public treasurers in the State.

It is a list of out-of-state depositories where funds can be deposited. This is a quarterly report.

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 28588

3

**TITLE:** Charter school credit enhancement program application addenda

**DATES:** 2012-

**ARRANGEMENT:** Chronological by year, thereunder by month.

**DESCRIPTION:**

These records support the Utah Charter School Finance Authority's function to determine which charter schools are eligible for participation in the state's charter school credit enhancement program (Utah Code 53G-5-603(2)(h) (2018)). These addenda document the agency's assessment of charter schools that are requesting to participate in the program and are used to approve or deny a school's application (Utah Code 53G-5-606 (2018)). Records may include financial data and analysis, assessment of management and governance practices, operating history, academic performance data, and enrollment data.

**RETENTION:**

Retain for 40 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bonds, notes & interest payments, GRS-1801.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 40 years and then delete.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

Approval of a charter school's application for eligibility under the state's charter school Credit Enhancement Program, if given by the UCSFA, extends a moral obligation pledge of the state to

**AGENCY:** Treasurer

**SERIES:** 28588

**TITLE:** Charter school credit enhancement program application addenda

(continued)

those bonds issued by an eligible charter school (Utah Code 53A-20b-104(3) 2012).

With this moral obligation pledge form of credit enhancement, the eligible charter school's bonds receive a higher rating than they would have otherwise, and correspondingly those bonds carry lower interest rates, reducing significantly the eligible charter school's borrowing costs.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 28590

3

**TITLE:** Charter school financing application

**DATES:** 2007-

**ARRANGEMENT:** Chronological by year, thereunder by month.

**DESCRIPTION:**

These records support the Utah Charter School Finance Authority's function to provide an efficient method of financing charter school facilities (Utah Code 53G-5-602(1) (2019)). These records are submitted by a charter school applying for financing through the agency, which determines if the financing process should be initiated. Records include documentation requisite for a Utah charter school to be able to issue tax-exempt municipal bonds in order to acquire land, school buildings, facilities, and equipment.

**RETENTION:**

Retain for 2 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 2 years after the bond transcript has been issued or until the application has been denied and then delete.

Paper: Retain in Office for 2 years after the bond transcript has been issued or until the application has been denied and then destroy.

**APPRAISAL:**

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

**RETENTION JUSTIFICATION:**

**AGENCY:** Treasurer

**SERIES:** 28590

**TITLE:** Charter school financing application

(continued)

Once bonds pursuant to which the application is submitted are issued, an official bond transcript is compiled by bond counsel and submitted to the agency. The official bond transcript carries a permanent retention, and stands as the official record of those bonds. The Charter School Financing Application is effectively replaced by the transcript, and there is no functional need for the application beyond 2 years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83208

3

**TITLE:** Daily bank balance report

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

This is a daily bank balance report of state accounts having detail of deposits, withdrawals, and balances. It provides a detailed daily report of bank statements. The reports come from several private, commercial banks.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**AGENCY:** Treasurer

**SERIES:** 83194

3

**TITLE:** Daily income summary

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a daily summary of income due for collection. It is generated by the RESOURCE Investment Accounting System.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83203

3

**TITLE:** Daily security activity statements

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a daily report, by investment account, which comes from the Bank of New York. This report shows maturities, sales, income collections, and adjustments. This report is duplicated on the Monthly security activity report.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bank daily totals, GRS-1797.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83213

3

**TITLE:** Deposit investment detail report

**DATES:** 1980-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This is a report submitted by the 500 public treasurers to the State Treasurer. It gives a detailed accounting of investments made by that treasurer and the outcome. It is submitted twice a year.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until investments have matured and then destroy.

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**AGENCY:** Treasurer

**SERIES:** 83213

**TITLE:** Deposit investment detail report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83193

3

**TITLE:** Earnings report

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

This report is a monthly report showing, in detail, all investments and the accrued interest credited to each investment. The report is generated by the RESOURCE Investment Accounting System.

**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:** 09/1988

**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). Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**AGENCY:** Treasurer

**SERIES:** 83193

**TITLE:** Earnings report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83218

3

**TITLE:** Electronic funds transfer records

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This records series consists of forms used by the State Treasurer's Office to document the electronic transfer of funds to various public entities, such as the transfer of funds and distribution of tax revenues to local governmental entities. Other types of transactions include the transfer of funds to vendors for services provided, to school districts and institutions of higher learning, and transfers for federal programs such as the Unemployment Trust Fund and Women, Infants, and Children (WIC). Information includes name of person or entity the transfer is directed to, name of banking institution that will receive the transfer, amount of funds being transferred, name of the employee authorizing transfer, transfer number, and date of transaction.

**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:** 04/2000

**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.

**AGENCY:** Treasurer

**SERIES:** 83218

**TITLE:** Electronic funds transfer records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 26636

3

**TITLE:** Escrow reimbursement files

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by entity name.

**DESCRIPTION:**

This record documents the expenditure of funds from an escrow PTIF account. When an entity seeks reimbursement from an escrow PTIF account this record provides the documentation needed to transfer funds between escrow PTIF account and the entity's bank. Files contain entity request letters, reimbursement schedules, and certifications of request.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 28772

3

**TITLE:** Executive correspondence

**DATES:** 1896-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records support the agency's function to collect, safeguard, invest, and disburse state funds. Records document executive decision-making and directives from the State Treasurer, who serves as the "custodian of public moneys," (Utah Constitution Article VII, Section 15). Information includes correspondence and related materials.

**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.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are valuable resources for historical research as they document the agency's development and direction.

**AGENCY:** Treasurer

**SERIES:** 28772

**TITLE:** Executive correspondence

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Treasurer

**SERIES:** 83216

1

**TITLE:** Expenditure adjustment records

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are this agency's copies of the Finance Division's DF 64 (Adjustment Form) originated by the Treasurer's Office to make adjustments to warrant requests and interdepartmental transfers.

**RETENTION:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the 1990 General Retention Schedule.

Agency copies serve administrative use only.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Home addresses

**AGENCY:** Treasurer

**SERIES:** 10279

1

**TITLE:** Financial Information Resources System periodic reports

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

Includes the following: FICAA01T Trial balance monthly. FICAA05P Outstanding encumbrance. FICAA09P Outstanding reservtion. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Dept. of Transportation.

**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 copy: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**AGENCY:** Treasurer

**SERIES:** 10279

**TITLE:** Financial Information Resources System periodic reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Social security number

**AGENCY:** Treasurer

**SERIES:** 83224

3

**TITLE:** Fund ledger daily report

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a daily report of adjustments made to the pool accounts and show the current balance. It is also a reconciliation report.

**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:** 12/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83204

4

**TITLE:** Income projection reports

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This is an income projection report for a five day period. This report is generated by the Bank of New York.

**RETENTION:**

Retain for 10 day(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 days and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency. The records are used as a projection tool and are only useful until superseded.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83226

4

**TITLE:** Interest apportionment reports

**DATES:** i 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This report is the support for apportionment of interest to each investment account. It comes from the RESOURCE investment accounting system.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on audit requirements and other fiscal needs of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 25234

1

**TITLE:** Inventory of fixed assets

**DATES:** 2001-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are 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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of fiscal 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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83190

4

**TITLE:** Investment officers' files

**DATES:** i 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This report is used to determine the availability of funds, on a daily basis, for investment purposes and indicates the securities offered by various financial institutions and the prices they are offered at, which are recorded by day and hour and provide the justification for investments made. These files include the daily quote sheet, daily cash position worksheets, copies of related investment resolutions, wire transfer requests, bond fund cash worksheets, adding machine tapes, and other supporting documentation.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on audit requirements and other fiscal needs of the agency.

**AGENCY:** Treasurer

**SERIES:** 83190

**TITLE:** Investment officers' files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83215

3

**TITLE:** Investment trade tickets and variable rate resets

**DATES:** i 1982-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Investment trade ticket forms contain details of investment transactions made by the Utah State Treasurer's Office. Each trade ticket includes information such as the issuer, broker, ratings, cusip number (identification number), and maturity. Information regarding daily, monthly and quarterly variable rate resets will also be included on a separate spread sheet.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2004

**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.

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 83215

**TITLE:** Investment trade tickets and variable rate resets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 22116

3

**TITLE:** Journal vouchers

**DATES:** 1994-

**ARRANGEMENT:** Chronological by year, thereunder numerical by serial number

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These vouchers are hard copy reports generated from the Treasurer's Office computer system. They document the progress of the agency's programs and serve as backup documentation. These reports are audited yearly. Information in the reports may include copies of bank reconciliations, detailed investment listings, revenue summaries, expenditure/warrant summaries, summarized pool information, adjusting entries, balance sheets, statement of revenue/expenditures, cash flow statements, and trial balance sheets.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 22116

**TITLE:** Journal vouchers

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 26650

3

**TITLE:** Money Management Council meeting minutes

**DATES:** 1974-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

The Money Management Council holds meetings in order to advise and make recommendations to the state treasurer and other public treasurers concerning the investment of public funds. Records include meeting agendas, meeting minutes, tape recordings, and other related records used to document each meeting.

**RETENTION:**

Permanent. Retain for 5 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 Archives with authority to weed.

Audio cassettes: Retain in Office for 5 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 as they document recommendations made by this council concerning the management of public funds in the state of Utah.

**AGENCY:** Treasurer

**SERIES:** 83222

3

**TITLE:** Monthly bank analysis statement

**DATES:** i 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are monthly statements from the State's depository banks. They provide a summary of bank activity on each of approximately 150 accounts. The reports are used to control the level of compensation to the bank and to monitor bank service charges.

**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:** 12/1999

**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:** Treasurer

**SERIES:** 83225

3

**TITLE:** Monthly fund summary report

**DATES:** 1983-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

This report is a balance report after interest has been apportioned to each investment account. It comes monthly from the RESOURCE Investment Accounting System

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 83207

3

**TITLE:** Monthly review of accounts

**DATES:** 1963-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This record series contains monthly accounting reconciliations between office ledgers and banks, the State accounting system, and other external financial systems.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 01/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years 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 fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83205

3

**TITLE:** Monthly statement of account

**DATES:** 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

This is a monthly summary report, by investment account. It gives a summary of the daily reports. This report comes from the Bank of New York.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83206

3

**TITLE:** Monthly statement of assets

**DATES:** 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This report is generated by the Bank of New York. It gives a detailed accounting of all securities held by the custodian as of the reporting date.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83196

3

**TITLE:** Portfolio statistics report

**DATES:** 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a monthly report by fund, in summary form. The information included are average yield, average life, and daily balance of each investment. This report is generated by the RESOURCE Investment Accounting System.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83192

3

**TITLE:** Position report

**DATES:** 1982-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This report comes from the Resource Investment Accounting System. It tells what investments are outstanding (not matured) in the State investment portfolio by month. This report is used with the balance report from the Bank of New York.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Treasurer

**SERIES:** 83210

4

**TITLE:** Primary reporting dealers lists

**DATES:** i 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a report of what broker/dealer the State can purchase securities from during that reporting period. This report is produced quarterly and includes information regarding the broker/dealer's financial stability (amount of assets, liabilities, etc.)

**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:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on audit requirements and other fiscal needs of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83217

3

**TITLE:** Public treasurers investment fund files

**DATES:** 1980-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These files document the investments made on behalf of the public treasurers of the State. Any public treasurer can elect to deposit their investment money with the State Treasurer. The money invested with the Treasurers office is recorded on a standard DF55.

**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:** 10/2002

**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, and/or fiscal value(s).  
Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**AGENCY:** Treasurer

**SERIES:** 83217

**TITLE:** Public treasurers investment fund files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83211

3

**TITLE:** Quarterly list of qualified depositories (in-state)

**DATES:** 1984-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a list provided to the 500 public treasurers in the State. It details in which depositories, in the State, they can invest money and how much money each institution can have. It is sent out quarterly.

**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:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83209

3

**TITLE:** Returned check reconciliation reports

**DATES:** i 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a weekly reconciliation of checks delivered to the collection agency, checks collected by them, checks returned as uncollectable, and checks still held by the collection agency. It is used to control records maintained by the State Treasurer.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 28589

3

**TITLE:** School bond guaranty certificate of eligibility

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These records support the agency's function to review the requests of school district boards for the issuance of certificates of eligibility, and to sign and issue the certificates should the state treasurer determine that the school board is solvent (Utah Code 53G-4-803 (2019)). School districts present the certificates to credit-rating agencies to verify that their bonds are eligible for the State School Bond Guaranty Program and can correspondingly receive the State's general obligation bond credit rating. Records may include letters of request, State Office of Education letters of recommendation, and certificates of eligibility.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 04/2023

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 2 years and then delete.

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

**APPRAISAL:**

These records have fiscal value(s).

Issuance of the Certificate of Eligibility, by extending the state's superior credit rating to school districts issuing bonds eligible for guaranty, serves to significantly lower the bonds' interest rates (and correspondingly the costs) on the bonds.

**AGENCY:** Treasurer

**SERIES:** 28589

**TITLE:** School bond guaranty certificate of eligibility

(continued)

**RETENTION JUSTIFICATION:**

A Certificate of Eligibility, once issued, can be used in conjunction with the issuance of bonds by an eligible school district for one year from the Certificate's date of issuance. The Certificate of Eligibility is a required prerequisite in order for a school district to issue bonds under the school bond guaranty program. Once the bonds are issued under the program there is no reason to keep this record beyond two years because the fact that the bonds were issued, communicates that the certificate was obtained. Once the bonds are issued, there isn't a need, to retain this record.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d) (2022)

**AGENCY:** Treasurer

**SERIES:** 22561

3

**TITLE:** Time and attendance reports

**DATES:** 1969-

**ARRANGEMENT:** Chronological by year Alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 83221

3

**TITLE:** Transaction entry audit trail

**DATES:** i 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report is a printout of the detail of the investment transactions as entered in the ADS system.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 10/2002

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative needs of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 26651

3

**TITLE:** Utah Navajo Trust Fund Board of Trustees records

**DATES:** 1992-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

This series contains records maintained by the State Treasurer while serving as chairman of the Board of Trustees of the Utah Navajo Trust Fund. The board is responsible for the review and approval of trust fund budgets, policies, procedures, and rules. They also review trust fund receipts, expenditures, and investments. These records include agendas, minutes, final reports, and other related records documenting the accomplishments of the board. Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

**RETENTION:**

Permanent. Retain for 2 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 2 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 historical value as they document the decision making process used by the Board of Trustees in overseeing the administration of the Utah Navajo Trust Fund.

**AGENCY:** Treasurer

**SERIES:** 26651

**TITLE:** Utah Navajo Trust Fund Board of Trustees records

(continued)

**AGENCY:** Treasurer

**SERIES:** 10278

3

**TITLE:** Warrant requests

**DATES:** undated

**ARRANGEMENT:** None.

**DESCRIPTION:**

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

**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 copy: Retain in Office for 2 years 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 fiscal value(s).  
Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Treasurer

**SERIES:** 10278

**TITLE:** Warrant requests

(continued)

**SECONDARY DESIGNATION(S):**

Private. Social security number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.