

## Retention and Classification Report

**Agency:** Utah State Tax Commission. Accounting Section (1205)

Tax Commission Building  
210 North 1950 West  
Salt Lake City, UT 84134  
801-297-2200

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

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**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16535

3

**TITLE:** Administrative correspondence

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents office organization, staffing, procedures, and internal communications.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Utah General Schedule 5-3

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16536

3

**TITLE:** Bank statements

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**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 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 fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16543

3

**TITLE:** Expenditure adjustments

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.

**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 fiscal value(s).  
Utah General Schedule 6-7

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16543

**TITLE:** Expenditure adjustments

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2019.

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16537

3

**TITLE:** Fixed asset reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

File 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) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after disposal of property and then destroy.

Computer data files: Retain in Office until administrative need ends and then erase.

**APPRAISAL:**

Utah General Schedule 3-2b

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16538

3

**TITLE:** General ledgers

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Utah General Schedule 7-2

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16544

1

**TITLE:** Interdepartmental transfers

**DATES:** 1961-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

An accounting document that requests the transfer of funds between agencies for services rendered or materials purchased.

**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:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 2347

3

**TITLE:** Office supply requisitions

**DATES:** 1957-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

A requisition for office supplies.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16539

3

**TITLE:** Purchase requisitions

**DATES:** 1972-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Purchase orders and requisition records, GRS-1544.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2019.

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16545

3

**TITLE:** Tax payment receipt files

**DATES:** 1985-

**ARRANGEMENT:** Numerical.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This is a record of payments made by taxpayers for taxes due. Includes taxpayers name, date, receiving employee, amount, and type of tax being credited. This is a three part receipt book; the original is given to taxpayer, the second sheet is sent to Accounting, and the third sheet stays in the book.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1986

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

Utah General Schedule 6-13 indicates an audit period of three years.

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16545

**TITLE:** Tax payment receipt files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16546

3

**TITLE:** Travel requests

**DATES:** 1975-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Correspondence, mileage and commute forms, and related records pertaining to agency travel and transportation functions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This retention is based on Utah General Schedule 9-3b, CFR 3015.20 and .22.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Address, social security number, telephone.

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16547

3

**TITLE:** Travel vouchers

**DATES:** 1970-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

**AUTHORIZED:** 01-11-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).  
Utah General Schedule 9-3b.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16540

3

**TITLE:** Treasurer deposits

**DATES:** 1964-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records of monies given to the State Treasures Office for deposit.

**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:** 07/1986

**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 fiscal value(s).  
Utah General Schedule 6-8

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16542

3

**TITLE:** Warrant requests

**DATES:** 1967-

**ARRANGEMENT:** Chronological.

**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 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 1 year and then erase.

**APPRAISAL:**

These records have fiscal value(s).

Utah General Schedule 6-1

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Utah State Tax Commission. Accounting Section

**SERIES:** 16542

**TITLE:** Warrant requests

(continued)

**SECONDARY DESIGNATION(S):**

Private. Social security number

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2019.