Retention and Classification Report

Agency: Treasurer. Unclaimed Property Division (1456)

168 North 1950 West, Suite 102
Salt Lake City, UT 84116
801-320-5360

Records Officer: _____

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AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415 3
TITLE: Abandoned property claims
DATES: 1953-
ARRANGEMENT: Chronological, thereunder by claim number
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records support the agency's function to manage abandoned and unclaimed property left in the state's custody (Utah Code 67-4a-201 (2007)). Records document the process of returning abandoned property to its rightful owner and may include the claim, disputes or other claims of ownership, evidence of ownership produced by the claimants, and records of eventual payment or release of property to claimant.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center permanently.

Digital image: Retain in Office permanently.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (67-4a).

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415
TITLE: Abandoned property claims

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2014); Utah Code 63G-2-310 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961 3
TITLE: Audit work papers
DATES: 1983-
ARRANGEMENT: Alphabetical by holder name.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

The records contained within this series consist of detailed audit work papers created as a result of a business audit. Files contain documentation of research and correspondence used in the creation of the Division's Audit Reports. Information compiled within these files may be referred to in subsequent audits. Documents collected during the course of an audit include bank statement information, business financial information, internal control questionaires, general ledger copies, and other audit reports.

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: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until audit becomes inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

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

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961
TITLE: Audit work papers

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27368 3
TITLE: Cash receipts
DATES: 1998-
ARRANGEMENT: Numerical by deposit number
DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

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. Unclaimed Property Division

SERIES: 27369 3
TITLE: Contract files
DATES: 1998-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

Files which document transactions of any value. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2016.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27367 3
TITLE: Financial report
DATES: 1998-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

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 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27374 1
TITLE: Inventory of fixed assets
DATES: 1998-
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION: 0.50 cubic feet.
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 for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27370 3
TITLE: Payment records
DATES: 1998-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

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 7 years after end of fiscal year in which they were initiated and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24045 3
TITLE: Publications
DATES: 2001-
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:

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 with authority to weed.

APPRAISAL:

These records have historical value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27377 3
TITLE: Records destruction files
DATES: 1998-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs. May also contain documentation of records maintained and destroyed by the State Archives.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records destruction files, GRS-1689.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27375 3
TITLE: Telephone bills
DATES: 1998-
ARRANGEMENT: Alphabetical.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

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 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27376 3
TITLE: Travel and transportation files
DATES: 1998-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

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 administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417 3
TITLE: Unclaimed contents of safe deposit boxes
DATES: 1957-
ARRANGEMENT: none
DESCRIPTION:

These records consist of contents of safe deposit boxes, items held in safekeeping or lost and found holdings. These items are sent to the state from medical facilities, police stations, and financial institutions. This property is held by the state until claimed by the individual or next of kin, or sold according to state law. The contents or the monetary value of the items must be available for return or payment to the rightful owner when claimed. This series contains only paper records that could not be sold.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

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

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (UCA 67-4a).

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417
TITLE: Unclaimed contents of safe deposit boxes

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PRIMARY DESIGNATION:

Private	63G-2-302 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418 4
TITLE: Unclaimed property reports
DATES: 1958-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 8.00 cubic feet.
DESCRIPTION:

Detail on the holder i.e. Verification and Checklist (ST2) and detail on the individual whose property is being held i.e. Detail Report (ST1) filed annually by law (UCA 78-44) and sent to the office of Unclaimed Property by anyone authorized to do business in the state of Utah to declare that the individual or company is holding (in possession of) property that belongs to another individual.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418
TITLE: Unclaimed property reports

(continued)

APPRAISAL:

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

This disposition is based on UCA 78-44 (1992) which gives no time limits as to when a citizen or another state may claim ownership of property held by this agency. Previous decision RDR# 78-38: Microfilm.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Public. Name of owner and last known address. UCA 78-44-19 (2008).