# Retention and Classification Report

**Agency:** Department of Transportation. Finance. Procurement (2428)

4501 South 2700 West
Salt Lake City, UT 84119-5998
801-535-7661

**Records Officer:** _____

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|---|---|
| 83722 | Inventory stock and stores |
| 83731 | Inventory stock and stores microfiche |

**AGENCY:** Department of Transportation. Finance. Procurement

**SERIES:** 83722 3
**TITLE:** Inventory stock and stores
**DATES:** 1980-
**ARRANGEMENT:** Numerical by district, thereunder chronological
**DESCRIPTION:**

This report is generated and distributed to the Procurement division. It is a single data entry report that goes out to make sure the quantity required is available and makes the office aware of the need to re-order items. Includes such information as account number, task, charge identification, originator, batch information, issue code, date, location, materials identification, batch header, firms account coding, and there is an area for error messages. This report includes information on whether an item is available, and where it comes from. The information comes off of the Maintenance Time Sheet in summary form. It reports only the issues and the information feeds other systems.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 3 years and then destroy.

**AGENCY:** Department of Transportation. Finance. Procurement

**SERIES:** 83722
**TITLE:** Inventory stock and stores

(continued)

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Transportation. Finance. Procurement

**SERIES:** 83731 3
**TITLE:** Inventory stock and stores microfiche
**DATES:** 1980-
**ARRANGEMENT:** Numerical by location, thereunder by material identifier
**DESCRIPTION:**

This is a record of purchases and issues that go through the department's Walker system and interface purchases and disbursements through FIRMS on a tape. This is only copy. The information includes date, account (identifier), location, quantity, code (corresponds with inventory transactions), material identification, document number, and a debit and credit field. Disbursements list a debit and credit. Issues only list a debit.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**APPROVED:** 03/1989

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**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Transportation. Finance. Procurement

**SERIES:** 83731
**TITLE:** Inventory stock and stores microfiche

(continued)

**PRIMARY DESIGNATION:**

Public