Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Office of State Debt Collection (2791)
5110 State Office Building
Salt Lake City, UT 84114-0000

Records Officer: _____

27020	Activity reports
25596	Debt collection debtor case records
25597	Debt collection financial records
28788	Garnishment records

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 27020 1
TITLE: Activity reports
DATES: 2008-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These reports support the agency's administrative function to track the productivity within the office as employees collect debts owed to the state. Reports document an array of activities related to collections, expenditures, revenue, and performance assessment . Examples include account reviews, quarterly accounts receivable reports, employee proficiency and managerial reports, and third-party vendor reports.

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: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The agency requested to extend the retention to 5 years due to administrative need. Records are used for a longer period of time as they document the financial dealings of the state. These reports are repeatedly compared to their newer iterations as the agency reviews and reconciles any outstanding debts to the state. Regular retention for activity reports is usually 1 year according to SG 1-48.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 27020
TITLE: Activity reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(3)(2015)

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25596 3
TITLE: Debt collection debtor case records
DATES: 1995-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These records support the agency's function to collect accounts receivables ordered by a court (Utah Code 63A-3-502(6)(a)(2015). Records contain authorizations and notes, documentation of collection efforts, OSHA Inspections, bankruptcy information, reconciliation reports and court information, such as court dockets and judgments.

RETENTION:

Retain for 8 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25596
TITLE: Debt collection debtor case records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25597 3
TITLE: Debt collection financial records
DATES: 1995-
ARRANGEMENT: Numerical by record number, thereunder chronological by date.
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These records document the agency's responsibility for collecting and managing state receivables (Utah Code 63A-3-502(3)(a)(2015). Records contain the payments, adjustments, refunds, non sufficient funds (NSF) checks, and cancelled warrants received by the agency, and may include receivables, payment vouchers, inter-agency transfers, finders garnishments and refunds, Utah Technology Finance Corporation (UTFC) loans, bank deposits, and cash receipt books.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed 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).

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 25597
TITLE: Debt collection financial records

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Department of Government Operations. Division of Finance. Office of State Debt Collection

SERIES: 28788 3
TITLE: Garnishment records
DATES: 1995-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to collect accounts receivables ordered by a court (Utah Code 63A-3-502(6)(a)(2015). Records document garnishment payments and authorizations, and may include copies court information, such as dockets and judgments, bankruptcy information, reconciliation reports, and related notes and correspondence.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2016.