

## Retention and Classification Report

**Agency:** Department of Workforce Services. Internal Audit Division (2814)

140 East 300 South  
Salt Lake City, UT 84111  
801-526-9529

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

28530      Audit engagement records

**AGENCY:** Department of Workforce Services. Internal Audit Division

**SERIES:** 28530

3

**TITLE:** Audit engagement records

**DATES:** 1998-

**ARRANGEMENT:** Numerically by project number.

**DESCRIPTION:**

These records contain working papers related to the planning, field work, and reporting on audits by the department's Internal Audit Division. Audits are conducted regularly, or in response to allegations against specific employees, in order to verify that policies and procedures are effective and practiced. These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. These records may include a variety of department information, depending on the type of audit performed, and may contain confidential customer, employee, or employer information.

**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:** 07/2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after completion of audit and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: Retain in Office until a minimum of 10 years and then delete.

**AGENCY:** Department of Workforce Services. Internal Audit Division

**SERIES:** 28530

**TITLE:** Audit engagement records

(continued)

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

The ten-year retention is modeled after series 9412, auditor's working papers.

**PRIMARY DESIGNATION:**

Public                      Utah Code 63G-2-201(2) (2019)

**SECONDARY DESIGNATION(S):**

Private.                      Utah Code 63G-2-302(1)(g) and (2)(d) (2019)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2020.