Retention and Classification Report

Agency: Utah Transit Authority (1142)

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Records Officer Michelle Larsen

26366	Comprehensive annual financial reports
27256	Construction management records
27492	Operations employee information files
28489	Purchase orders
28391	Terminated Personnel Files

AGENCY: Utah Transit Authority

SERIES: 26366 3
TITLE: Comprehensive annual financial reports
DATES: 1993-
ARRANGEMENT: chronological by year
DESCRIPTION:

These are reports on program activities and accomplishments of the Utah Transit Authority for the previous fiscal year (ending December 31). It includes financial statements and statistical data in order to provide full disclosure of all financial operations of the agency. Prepared by the finance department, it is prepared using the guidelines recommended by the Government Finance Officers Association of the United States and Canada and conforms with generally accepted accounting principles. Also included are such features as future plans and major initiatives, an organizational chart and photos and names of the Board of Trustees.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical
Annual reports document the history and functions of agencies. These reports have ongoing research value.

AGENCY: Utah Transit Authority

SERIES: 26366
TITLE: Comprehensive annual financial reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Transit Authority

SERIES: 27256 3
TITLE: Construction management records
DATES: 1988-
ARRANGEMENT: Numerical by project designation
DESCRIPTION:

Construction management records fully document any Utah Transit Authority construction projects which benefited from federal funding. The files include all information relating to the project, including but not limited to agreements, contracts, letters, e-mail, invoices, certified payroll, studies, reports, minutes, manuals, plans, presentations, schedules, permits, environmental work, standards, specifications, surveys, drawings, photos, videos, engineering notes, transmittals, submittals, RFPs (response for proposals), change orders, property descriptions, and warranties.

RETENTION:

Retain 100 years

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

APPROVED: 08/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 95 years and then transfer to State Archives with authority to weed.

Digital Versatile Disk - Rewritable: Retain in Office until administrative need ends.

AGENCY: Utah Transit Authority

SERIES: 27256
TITLE: Construction management records

(continued)

APPRAISAL:

Administrative Historical
These records are maintained for Federal audits and to demonstrate the scope and criteria of construction projects. Documentation of construction projects is a key component in the historical documentation of UTA.

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected

AGENCY: Utah Transit Authority

SERIES: 27492 3
TITLE: Operations employee information files
DATES: 2008-
ARRANGEMENT: Chronological by date- oldest to present
DESCRIPTION:

These records are reports used by the Utah Transit Authority to monitor daily employee activity. The record series contains daily dispatch reports that include the following information: operator day off reports, report shifts listings, daily extra board postings, and volunteer overtime postings.

RETENTION:

Retain 3.5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 01/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Utah Transit Authority

SERIES: 27492
TITLE: Operations employee information files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Transit Authority

SERIES: 28489 3
TITLE: Purchase orders
DATES: 1993-
ARRANGEMENT: Chronological by year
DESCRIPTION:

Purchase Orders used by the the Purchasing Department to obtain goods and services. Records specify date, item(s) purchased, quantity and vendor.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 04/17/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Utah Transit Authority

SERIES: 28489
TITLE: Purchase orders

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Transit Authority

SERIES: 28391 3
TITLE: Terminated Personnel Files
DATES: 1969 -
ARRANGEMENT: chronological
DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (1977), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employees's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU's), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 10/29/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 60 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Utah Transit Authority

SERIES: 28391
TITLE: Terminated Personnel Files

(continued)

APPRAISAL:

Administrative
These records contain the private, protected, controlled and exempt records pertaining to former employees of Utah Transit Authority.

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Protected