Retention and Classification Report

Agency: Treasurer (1152)

350 North State Street, Suite 180
P.O. Box 142315
Salt Lake City, UT 84114-2315
538-1042

Records Officer David Damschen

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AGENCY: Treasurer

SERIES: 83228 3
TITLE: Accounting journal
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

Includes bank reconciliations, detail investment listings, revenue summaries, expenditure/warrant summaries, summarized pool information, adjusting entries, balance sheets, statement of revenue/expenditures, cash flow statements, and trial balance sheets. This journal is a collection of reports which come from the Treasurer's automated general ledger system, together with supporting work papers. They include, balance sheets, statement of revenue/expenditures, cash flow statements and trial balance sheets.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 20 years and then destroy.

Computer data files: Retain in Office for 3 years and then erase.

APPRAISAL:

Administrative Fiscal

This is the most complete information on the acounting and investing done by the State Treasurer's Office.

AGENCY: Treasurer

SERIES: 83228
TITLE: Accounting journal

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83195 4
TITLE: Amortization detail reports
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This is a monthly report, by investment security, showing the amount of amortization or accretion. This report also becomes part of the earnings report. This report is generated by the Resource Investment Accounting System.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 526 3
TITLE: Annual reports
DATES: 1896-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports describe the activities for the preceding year for this office. The reports contain information pertaining to receipts, disbursements, funds transfers, and account balances.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 and then microfilm.

Microfiche master: For records beginning in 1856 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1856 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Treasurer

SERIES: 526
TITLE: Annual reports

(continued)

APPRAISAL:

Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

The annual reports document the actions of the State Treasurer going back to 1896 and are historically significant..

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83679 3
TITLE: Audit case files (work papers)
DATES: 1957-
ARRANGEMENT: none
ANNUAL ACCUMULATION: 15.00 cubic feet.
DESCRIPTION:

These are work papers of the auditor of the State Treasurer's office. The auditor is required to audit companies (hospitals, rest homes, etc.) with unclaimed property to be assured that all such property is being reported and that it is reported completely. The State has 10 years after the audit to take action against a non-complying company. The personal data in these files refers to the person or heirs of the unclaimed property.

RETENTION:

Retain 12 years

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1992.

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 11 years and then destroy.

APPRAISAL:
Administrative Fiscal Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 33.

AGENCY: Treasurer

SERIES: 83679
TITLE: Audit case files (work papers)

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Treasurer

SERIES: 537 3
TITLE: Audit reports
DATES: 1961-1964.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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:

Administrative Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Treasurer

SERIES: 537
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83680 3
TITLE: Audit reports and letters of findings
DATES: 1984-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files contain the audit findings of the State Treasurer's Auditor concerning the filing of reports to the State Treasurer's Office of Unclaimed Property by hospitals, banks and any other entity which finds themselves with unclaimed personal property. They generally contain a great deal of personal information.

RETENTION:

Retain 10 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 7.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Treasurer

SERIES: 83680
TITLE: Audit reports and letters of findings

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Treasurer

SERIES: 10280 3
TITLE: Bank Daily Totals
DATES: 1990-2000.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Daily report from bank that is used for reconciliation.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 8.

AGENCY: Treasurer

SERIES: 83189 3
TITLE: Bank statements
DATES: i 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These are the monthly bank statements received from the various banking institutions where the state has money invested. They are statements from the general fund account, investment clearing account, bond account, and warrant disbursement accounts.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: Retain in Office until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 9.

This disposition is based on audit requirements and other fiscal needs of the agency.

AGENCY: Treasurer

SERIES: 25186 3
TITLE: Bond official transcripts
DATES: 1990-
ARRANGEMENT: Numerical by date issued.

ANNUAL ACCUMULATION:
DESCRIPTION:

Official files regarding authority to permit bond negotiations with paying agent, etc.

RETENTION:

Retain 3 years after bond expires.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 3 years after bond expires and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 10.

AGENCY: Treasurer

SERIES: 533 3
TITLE: Bonds and coupons registers
DATES: 1888-1940.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Coupons and notes redeemed throughout the lifetime of the bond.

RETENTION:

Retain until redeemed by paying agency.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 Records Center for 0 years after redeemed by paying agency and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 12.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 532 3
TITLE: Bonds issued case files
DATES: 1917-1952.
ARRANGEMENT: Alphanumerical by case
ANNUAL ACCUMULATION:
DESCRIPTION:

Coupons and notes redeemed throughout the lifetime of the bond.

RETENTION:

Retain until redeemed

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 Records Center for 0 years after redeemed by paying agency and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 12.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 3970 3
TITLE: Bonds, notes, and coupons paid
DATES: 1939-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Coupons and notes redeemed throughout the lifetime of the bond. These bonds are issued by the State Treasurer for purposes approved by the State Legislature i.e. buildings, highway renovation, and water projects. These records are summarized on the General Ledger through a FIRMS (Financial Information Resource System) report. Records include issue name, due date, paying agent, amount, bonds, coupons, and transmittals.

RETENTION:

Retain until redeemed by paying agency

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1990.

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 until redeemed by paying agency and then destroy.

APPRAISAL:
Fiscal

This disposition is based on Utah Code Annotated 11-14-14.2(c).

AGENCY: Treasurer

SERIES: 5492 3
TITLE: Building board registers
DATES: 1965-
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 22115 3
TITLE: Cash receipts
DATES: 1994-
ARRANGEMENT: Chronological by year, thereunder numerical by serial number
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These records document funds received from various state and local agencies. The receipts are hard copy reports of the information contained on the agency's FI-Net system. The records are used as back up documentation for the system and are audited on a yearly basis. They may include copies of balance sheets, statement of revenue/expenditures, cash flow statements and trial balance sheets.

RETENTION:

Retain 6 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1999.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:
Administrative Fiscal

AGENCY: Treasurer

SERIES: 22115
TITLE: Cash receipts

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 2489 3
TITLE: Certificate of claims and warrants register trust account book
DATES: 1936-1938.
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

The page headings read, "State Board of Examiners, Certificate of Claims and State Treasurer Warrant Register, Trust Account, National Industrial Recovery Highway Fund". Information recorded in this register includes: letter number, date, voucher number, name of payee, amount, state treasurer warrant number, month redeemed, and authorizing signatures.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

Records in this series document agency activities and economic conditions during the Great Depression.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83212 3
TITLE: Certified out-of-state depositories lists
DATES: 1984-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a list given to the 500 public treasurers in the State. It is a list of out-of-state depositorities where funds can be deposited. This is a quarterly report.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 527 3
TITLE: Check register
DATES: 1896-1901.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Register of checks cut by the state.

RETENTION:

Retain 5 years or until reviewed by State Archivist.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 Records Center for 5 years or until reviewed by State Archivist and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83208 3
TITLE: Daily bank balance report
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

This is a daily bank balance report of state accounts having detail of deposits, withdrawals, and balances. It provides a detailed daily report of bank statements. The reports come from several private, commercial banks.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008).

AGENCY: Treasurer

SERIES: 83220 3
TITLE: Daily deposit work sheets
DATES: i 1985-1994
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a report made up from the DF55's (Deposit to the Treasurer) received on that day. It contains information such as a break-down to cash, check or food stamps, total deposit of state, and support documents such as duplicate deposit slips. This record series ended in fiscal year 1994 (June 30, 1994).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83194 3
TITLE: Daily income summary
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a daily summary of income due for collection. It is generated by the RESOURCE Investment Accounting System.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83203 3
TITLE: Daily security activity statements
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a daily report, by investment account, which comes from the Bank of New York. This report shows maturities, sales, income collections, and adjustments. This report is duplicated on the Monthly security activity report.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 after current fiscal year and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 5136 3
TITLE: Deposit forms
DATES: 1988-1994.
ARRANGEMENT: Numerical by stamp number
ANNUAL ACCUMULATION:
DESCRIPTION:

Multi-copy deposit forms accompanying agency deposits to the State Treasurer's Office. The original is held by the Division of Finance. A copy is held by this office. These records also serve as a receipt of deposit. This series ended in fiscal year 1994 (June 30, 1994).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 17.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

AGENCY: Treasurer

SERIES: 83213 3
TITLE: Deposit investment detail report
DATES: 1980-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This is a report submitted by the 500 public treasurers to the State Treasurer. It gives a detailed accounting of investments made by that treasurer and the outcome. It is submitted twice a year.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 or until investments have matured and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 524 3
TITLE: Depository board records

DATES: 1923-1970.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains minutes and records from the Depository Board.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

Records in this series document the history and functions of the agency. These records have research value.

AGENCY: Treasurer

SERIES: 524
TITLE: Depository board records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83193 3
TITLE: Earnings report
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

This report is a monthly report showing, in detail, all investments and the accrued interest credited to each investment. The report is generated by the RESOURCE Investment Accounting System.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83218 3
TITLE: Electronic funds transfer records
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This records series consists of forms used by the State Treasurer's Office to document the electronic transfer of funds to various public entities, such as the transfer of funds and distribution of tax revenues to local governmental entities. Other types of transactions include the transfer of funds to vendors for services provided, to school districts and institutions of higher learning, and transfers for federal programs such as the Unemployment Trust Fund and Women, Infants, and Children (WIC). Information includes name of person or entity the transfer is directed to, name of banking institution that will receive the transfer, amount of funds being transferred, name of the employee authorizing transfer, transfer number, and date of transaction.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2000.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

AGENCY: Treasurer

SERIES: 83218
TITLE: Electronic funds transfer records

(continued)

APPRAISAL:
Administrative Fiscal

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 26636 1
TITLE: Escrow reimbursement files
DATES: 2002-
ARRANGEMENT: Alphabetical by entity name.
ANNUAL ACCUMULATION:
DESCRIPTION:

This record documents the expenditure of funds prior to seeking entity reimbursements. This record provides the documentation needed to transfer funds between PTIF and the entity's bank. Files contain entity request letters, schedules of checks and the amounts, reimbursement schedules, and certifications of request.

RETENTION:

Retain 6 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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 5 years and then destroy.

APPRAISAL:
Administrative Fiscal

AGENCY: Treasurer

SERIES: 83216 3
TITLE: Expenditure adjustment records
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records are this agency's copies of the Finance Division's DF 64 (Adjustment Form) originated by the Treasurer's Office to make adjustments to warrant requests and interdepartmental transfers.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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 copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This disposition is based on the 1990 General Retention Schedule. Agency copies serve administrative use only.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Home addresses

AGENCY: Treasurer

SERIES: 10279 3
TITLE: Financial Information Resources System periodic reports
DATES: undated
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Includes the following: FICAA01T Trial balance monthly. FICAA05P Outstanding encumbrace. FICAA09P Outstanding reservtion. FICAA10P Cash deposits. FICAA30P General ledger activity. FICAA85P Revenue and expenditure status by fund. FICAED01 Expenditure detail by sub-account. FICAES01 Expenditure status by sub-account. FICAES02 Work program/expenditure comparison by summary account. FICARD01 Revenue detail by sub-account within organization. FICARS01 Revenue status by sub-account. FICARS02 Estimated revenue/realized revenues. FICAER01 Expenditure/revenue summary by level 2. FICAMP01 Revenue account status by activity other than Dept. of Transportation.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 copy: Retain in Office for 1 year and then destroy.

AGENCY: Treasurer

SERIES: 10279
TITLE: Financial Information Resources System periodic reports

(continued)

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 21.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number

AGENCY: Treasurer

SERIES: 3969 3
TITLE: Fireman's pension fund records
DATES: 1917-1959.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Ledgers (1917-1942; 1944-1947) showing the operation of the firemen's pension fund. Show receipts and disbursements of the fund along with periodic balances. Other records, 1947-1959, are worksheets, fiscal operating reports, national rating schedules, and actual receipts and vouchers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 1.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83224 3
TITLE: Fund ledger daily report
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This is a daily report of adjustments made to the pool accounts and show the current balance. It is also a reconciliation report.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 521 3
TITLE: General ledgers
DATES: 1878-1962.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

General accounts ledger, showing debit and credit entries, and reflecting expenditures in summary.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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: For records beginning in 1896 through 1962. Retain in State Records Center for 7 years and then destroy.

Paper: For records beginning in 1878 through 1895. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Legal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 25.

AGENCY: Treasurer

SERIES: 521
TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83204 4
TITLE: Income projection reports
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This is an income projection report for a five day period. This report is generated by the Bank of New York.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 10 days and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. The records are used as a projection tool and are only useful until superseded.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 2487 3
TITLE: Income tax distribution ledgers
DATES: 1936-1942.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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.

AGENCY: Treasurer

SERIES: 535 3
TITLE: Inheritance taxes case files
DATES: 1907-1919.
ARRANGEMENT: Alphanumerical by case
ANNUAL ACCUMULATION:
DESCRIPTION:

These records consist primarily of copies of court papers appointing appraisers and the results of the appraisals and inventories. Estates of deceased persons were subject to state probate taxes.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

Records in this series have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83226 4
TITLE: Interest apportionment reports
DATES: i 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This report is the support for apportionment of interest to each investment account. It comes from the RESOURCE investment accounting system.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Fiscal

This disposition is based on audit requirements and other fiscal needs of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 25234 3
TITLE: Inventory of fixed assets
DATES: 2001-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
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 2 years after end of fiscal year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 until end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 27.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83190 4
TITLE: Investment officers' files
DATES: i 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This report is used to determine the availability of funds, on a daily basis, for investment purposes and indicates the securities offered by various financial institutions and the prices they are offered at, which are recorded by day and hour and provide the justification for investments made. These files include the daily quote sheet, daily cash position worksheets, copies of related investment resolutions, wire transfer requests, bond fund cash worksheets, adding machine tapes, and other supporting documentation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 until end of current fiscal year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on audit requirements and other fiscal needs of the agency.

AGENCY: Treasurer

SERIES: 83190
TITLE: Investment officers' files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83215 3
TITLE: Investment trade tickets and variable rate resets
DATES: i 1982-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Investment trade ticket forms contain details of investment transactions made by the Utah State Treasurer's Office. Each trade ticket includes information such as the issuer, broker, ratings, cusip number (identification number), and maturity. Information regarding daily, monthly and quarterly variable rate resets will also be included on a separate spread sheet.

RETENTION:

Retain 10 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 01/01/2004.

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 9 years and then destroy.

APPRAISAL:
Administrative Fiscal

AGENCY: Treasurer

SERIES: 83215
TITLE: Investment trade tickets and variable rate resets

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 22116 3
TITLE: Journal vouchers
DATES: 1994-
ARRANGEMENT: Chronological by year, thereunder numerical by serial number
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These vouchers are hard copy reports generated from the Treasurer's Office computer system. They document the progress of the agency's programs and serve as backup documentation. These reports are audited yearly. Information in the reports may include copies of bank reconciliations, detailed investment listings, revenue summaries, expenditure/warrant summaries, summarized pool information, adjusting entries, balance sheets, statement of revenue/expenditures, cash flow statements, and trial balance sheets.

RETENTION:

Retain 6 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1999.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:
Administrative Fiscal

AGENCY: Treasurer

SERIES: 22116
TITLE: Journal vouchers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 531 3
TITLE: Land Commission correspondence
DATES: 1908-1909.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 525 3
TITLE: Letterbooks
DATES: 1896-1912.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

This series includes the State Treasurer's letterbooks.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

Records in this series document the history and function of the agency in the years immediately following statehood. These have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 26650 3
TITLE: Money Management Council meeting minutes
DATES: 1974-
ARRANGEMENT: Chronological by date.
ANNUAL ACCUMULATION:
DESCRIPTION:

The Money Management Council holds meetings in order to advise and make recommendations to the state treasurer and other public treasurers concerning the investment of public funds. Records include meeting agendas, meeting minutes, tape recordings,and other related records used to document each meeting.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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 Archives with authority to weed.

Audio cassettes: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

These records have historical value as they document recommendations made by this council concerning the management of public funds in the state of Utah.

AGENCY: Treasurer

SERIES: 83222 3
TITLE: Monthly bank analysis statement
DATES: i 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are monthly statements from the State's depository banks. They provide a summary of bank activity on each of approximately 150 accounts. The reports are used to control the level of compensation to the bank and to monitor bank service charges.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1999.

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 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83225 3
TITLE: Monthly fund summary report
DATES: 1983-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This report is a balance report after interest has been apportioned to each investment account. It comes monthly from the RESOURCE Investment Accounting System

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Treasurer

SERIES: 83207 3
TITLE: Monthly review of accounts
DATES: 1963-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This record series contains monthly accounting reconciliations between office ledgers and banks, the State accounting system, and other external financial systems.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 01/01/2004.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83205 3
TITLE: Monthly statement of account
DATES: 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

This is a monthly summary report, by investment account. It gives a summary of the daily reports. This report comes from the Bank of New York.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83206 3
TITLE: Monthly statement of assets
DATES: 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This report is generated by the Bank of New York. It gives a detailed accounting of all securities held by the custodian as of the reporting date.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 3528 3
TITLE: Personal bonds
DATES: 1949-1962.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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.

AGENCY: Treasurer

SERIES: 83196 3
TITLE: Portfolio statistics report
DATES: 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

This is a monthly report by fund, in summary form. The information included are average yield, average life, and daily balance of each investment. This report is generated by the RESOURCE Investment Accounting System.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83192 3
TITLE: Position report
DATES: 1982-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This report comes from the Resource Investment Accounting System. It tells what investments are outstanding (not matured) in the State investment portfolio by month. This report is used with the balance report from the Bank of New York.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Treasurer

SERIES: 83210 4
TITLE: Primary reporting dealers lists
DATES: i 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a report of what broker/dealer the State can purchase securities from during that reporting period. This report is produced quarterly and includes information regarding the broker/dealer's financial stability (amount of assets, liabilities, etc.)

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 3 years and then destroy.

APPRAISAL:

Fiscal

This disposition is based on audit requirements and other fiscal needs of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 83217 3
TITLE: Public treasurers investment fund files
DATES: 1980-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These files document the investments made on behalf of the public treasurers of the State. Any public treasurer can elect to deposit their investment money with the State Treasurer. The money invested with the Treasurers office is recorded on a standard DF55.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Treasurer

SERIES: 83217
TITLE: Public treasurers investment fund files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83211 3
TITLE: Quarterly list of qualified depositories (in-state)
DATES: 1984-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This is a list provided to the 500 public treasurers in the State. It details in which depositories, in the State, they can invest money and how much money each institution can have. It is sent out quarterly.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 2488 3
TITLE: Receipt books
DATES: 1926-1972.
ARRANGEMENT: alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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 Records Center for 3 years and then destroy.

APPRAISAL:
Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Treasurer

SERIES: 6987 3
TITLE: Returned check files

DATES: 1975-1998.
ARRANGEMENT: Alphabetical by taxpayer's name
ANNUAL ACCUMULATION:
DESCRIPTION:

Cancelled checks, debit/credit memoranda, deposit slips, and monthly reconciliations.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 4 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 9.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Treasurer

SERIES: 6987
TITLE: Returned check files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83209 3
TITLE: Returned check reconciliation reports
DATES: i 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a weekly reconciliation of checks delivered to the collection agency, checks collected by them, checks returned as uncollectable, and checks still held by the collection agency. It is used to control records maintained by the State Treasurer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

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 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 22000 3
TITLE: School bond guaranty program records
DATES: i 1992-1997.
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These records from Zion's Bank document the creation of the constitutional amendment and its implementing statute, the Utah School Bond Guaranty Act. Zion's Bank is the Financial Advisor to the State under contract with the State Treasurer's Office. They consulted with the Treasurer, the Constitutional Revision Commission, and the Legislature on the merits of the amendment and statute. The idea for this constitutional amendment originated at Zion's Bank and they worked for its passage. The Act, introduced in the Legislature by Senator Lyle W. Hillyard, took effect 1 January 1997 and authorized the State of Utah to guarantee the general obligation bonds of local school districts that they use to construct school buildings. The records include press releases, meeting minutes, correspondence, and research reports.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

These records provide information on the history of the School Bond Guaranty Act.

AGENCY: Treasurer

SERIES: 22000
TITLE: School bond guaranty program records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 2495 3
TITLE: State agency general fund ledger
DATES: 1887-1912.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

Ledgers showing receipts and expenditures for various agencies. 1887-1890; 1911-1912

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

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

These historic ledgers have survived since the territorial period and the early days of statehood.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 530 3
TITLE: Tax refund withholding roster
DATES: 1968-1971.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain 0 yeras.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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 Records Center for 0 years and then destroy.

APPRAISAL:
Administrative Fiscal

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY CLASSIFICATION:
Private

AGENCY: Treasurer

SERIES: 22561 3
TITLE: Time and attendance reports
DATES: ?-
ARRANGEMENT: Chronological by year Alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 07/01/1990.

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 3 years and then destroy.

APPRAISAL:
Administrative
This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 25.

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 83221 3
TITLE: Transaction entry audit trail
DATES: i 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This report is a printout of the detail of the investment transactions as entered in the ADS system.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2002.

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 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer

SERIES: 529 3
TITLE: Unclaimed Property Act subject files
DATES: 1962.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain in Archives custody.

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention has not been approved by the State Records Committee.

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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Treasurer

SERIES: 26651 3
TITLE: Utah Navajo Trust Fund Board of Trustees records
DATES: 1992-
ARRANGEMENT: Chronological by year.
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains records maintained by the State Treasurer while serving as chairman of the Board of Trustees of the Utah Navajo Trust Fund. The board is responsible for the review and approval of trust fund budgets, policies, procedures, and rules. They also review trust fund receipts, expenditures, and investments. These records include agendas, minutes, final reports, and other related records documenting the accomplishments of the board. Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Retain Retain 2 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 2 years and then transfer to State Archives with authority to weed.

AGENCY: Treasurer

SERIES: 26651
TITLE: Utah Navajo Trust Fund Board of Trustees records

(continued)

APPRAISAL:

Administrative Fiscal Historical
This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 6.

These records have historical value as they document the decision making process used by the Board of Trustees in overseeing the administration of the Utah Navajo Trust Fund.

AGENCY: Treasurer

SERIES: 10278 3
TITLE: Warrant requests
DATES: undated
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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 copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 49.

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Treasurer

SERIES: 10278
TITLE: Warrant requests

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. Social security number