

Retention and Classification Report

Agency: Treasurer. Unclaimed Property Division (1456)

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320-5360

Records Officer: Dennis Johnston

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AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415

3

TITLE: Abandoned property claims

DATES: 1953-

ARRANGEMENT: Chronological, thereunder by claim number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These records support the agency's function to manage abandoned and unclaimed property left in the state's custody (Utah Code 67-4a-201 (2007)). Records document the process of returning abandoned property to its rightful owner and may include the claim, disputes or other claims of ownership, evidence of ownership produced by the claimants, and records of eventual payment or release of property to claimant.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2003.

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 permanently.

Digital image: Retain in Office permanently.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9415

TITLE: Abandoned property claims

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (67-4a).

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(2)(d) (2014); Utah Code 63G-2-310
(2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961

3

TITLE: Audit work papers

DATES: 1983-

ARRANGEMENT: Alphabetical by holder name.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The records contained within this series consist of detailed audit work papers created as a result of a business audit. Files contain documentation of research and correspondence used in the creation of the Division's Audit Reports. Information compiled within these files may be referred to in subsequent audits. Documents collected during the course of an audit include bank statement information, business financial information, internal control questionnaires, general ledger copies, and other audit reports.

RETENTION:

Retain 10 years after audit becomes inactive

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2003.

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 audit becomes inactive and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24961

TITLE: Audit work papers

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27368

3

TITLE: Cash receipts

DATES: 1998-

ARRANGEMENT: Numerical by deposit number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27369

3

TITLE: Contract files

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Files which document transactions of any value. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

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 6 years after final payment and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27367

3

TITLE: Financial report

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 7 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 55.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27374

3

TITLE: Inventory of fixed assets

DATES: 1998-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

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 destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27370

3

TITLE: Payment records

DATES: 1998-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1996.

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 7 years after end of fiscal year in which they were initiated and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 53.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 24045

3

TITLE: Publications

DATES: 2001-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

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 25.

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27377

3

TITLE: Records destruction files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Records which document the destruction of a governmental agency's records, such as destruction letters or destruction logs. May also contain documentation of records maintained and destroyed by the State Archives.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 38.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27375

3

TITLE: Telephone bills

DATES: 1998-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Bills which document calls made from state offices and state cellular phones. Bills also include the number called and the length, time, and date of phone call.

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 Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 43.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 27376

3

TITLE: Travel and transportation files

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2009.

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 3 years and then destroy.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 7, Item 44.

PRIMARY CLASSIFICATION:

Public

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417

3

TITLE: Unclaimed contents of safe deposit boxes

DATES: 1957-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

These records consist of contents of safe deposit boxes, items held in safekeeping or lost and found holdings. These items are sent to the state from medical facilities, police stations, and financial institutions. This property is held by the state until claimed by the individual or next of kin, or sold according to state law. The contents or the monetary value of the items must be available for return or payment to the rightful owner when claimed. This series contains only paper records that could not be sold.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2003.

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 administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based upon the agency's conviction that there are no time limits as to when a citizen or another state may claim ownership of property held by this agency (UCA 67-4a).

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9417

TITLE: Unclaimed contents of safe deposit boxes

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302 (2008)

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418

4

TITLE: Unclaimed property reports

DATES: 1958-

ARRANGEMENT: Alphabetical by company name

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

Detail on the holder i.e. Verification and Checklist (ST2) and detail on the individual whose property is being held i.e. Detail Report (ST1) filed annually by law (UCA 78-44) and sent to the office of Unclaimed Property by anyone authorized to do business in the state of Utah to declare that the individual or company is holding (in possession of) property that belongs to another individual.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1993.

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 administrative use ends and then transfer to State Records Center. Retain in State Records Center permanently.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Treasurer. Unclaimed Property Division

SERIES: 9418

TITLE: Unclaimed property reports

(continued)

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 78-44 (1992) which gives no time limits as to when a citizen or another state may claim ownership of property held by this agency. Previous decision RDR# 78-38: Microfilm.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Public. Name of owner and last known address. UCA 78-44-19 (2008).