

# Retention and Classification Report

**Agency:** Utah State Office of Education. Internal Services Section (1947)

250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

**Records Officer:** Benjamin Rasmussen

01930 \*Collection and credits register  
12853 \*Deductions and other earnings register  
21752 \*Employee reimbursements  
83736 \*Expenditure reports  
83739 \*Financial report  
83737 \*Financial summary by revenue source  
83738 \*Financial summary report  
09894 General accounting records  
83742 Payroll expenditures report  
09900 Payroll records  
01949 Purchase order records  
09898 Purchase requisitions  
09897 \*Receipts from concession stand vendors  
84008 Summary by vendor  
01296 Telephone company case file  
21751 Treasurer's transmittal records  
21750 Vendor payment vouchers

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1930

3

**TITLE:** Collection and credits register

**DATES:** 1967-1968.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 12853

3

**TITLE:** Deductions and other earnings register

**DATES:** ca. 1990.

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by low organization number, thereunder alphabetical by employee

**DESCRIPTION:**

This series is composed of computer output microfiche generated by the Division of Finance for all state agencies. These records document all deductions taken from employees' paychecks. Information includes the run and pay period ending dates; employee name, social security number, and low organization number; retroactive pay; travel reimbursements; deductions from the employee's pay, including insurance, charitable contributions, and other deductions; other payments of the state, including unemployment insurance, worker's compensation insurance, and other state insurance payments.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 12853

**TITLE:** Deductions and other earnings register

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(e)

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21752

3

**TITLE:** Employee reimbursements

**DATES:** 1994-2017.

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological.

**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.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial information network (fi-net) payment records, 2008 10 10

**AUTHORIZED:** 06-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83736

3

**TITLE:** Expenditure reports

**DATES:** 1980-2017.

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, thereunder by object code.

**DESCRIPTION:**

This report is generated monthly by the Division of Finance for all state agencies. The report includes the date, object codes, and description of object. The following information is provided for each object code: budget, collections, encumbrances, expenditures, unencumbered balance, and percentage of budget encumbered or expended.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83736

**TITLE:** Expenditure reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83739

3

**TITLE:** Financial report

**DATES:** 1980-2017.

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, object code, and cost code.

**DESCRIPTION:**

This report is prepared monthly by the Division of Finance. This report is a detailed accounting of all transactions impacting Utah State Office of Education accounts. The report shows the division, object, cost code, and document numbers; description of transaction; and amount and date of transaction.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83739

**TITLE:** Financial report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83737

3

**TITLE:** Financial summary by revenue source

**DATES:** 1980-2017.

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by division number, thereunder by revenue source number.

**DESCRIPTION:**

This record is produced monthly by the Division of Finance. The record shows the revenue sources for each division and line item expenditures of the revenue from each source. Included are the program, project and object codes; description of line item; budgeted amount for line item; collections for current month and year-to-date; amounts encumbered; current month and year-to-date expenditures; unencumbered balance; and unencumbered percentage.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83737

**TITLE:** Financial summary by revenue source

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83738

3

**TITLE:** Financial summary report

**DATES:** 1980-2017.

**ARRANGEMENT:** Chronological by date or report, thereunder numerical by division number, thereunder by program number and project

**DESCRIPTION:**

This record is produced monthly by the Division of Finance. The record shows the line item expenditures of each Utah State Office of Education unit. Included are the program, project, and object codes; description of line item; budgeted amount for line item; collections for current month and year-to-date; amounts encumbered; current month and year-to-date expenditures; unencumbered balance; and unencumbered percentage.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83738

**TITLE:** Financial summary report

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9894

3

**TITLE:** General accounting records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

3

**TITLE:** Payroll expenditures report

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by cost code  
**DESCRIPTION:**

This report is generated by Internal Accounting for every pay period on computer output microfiche. The report includes the cost code for the employee, social security number, name, position control number, total earnings, deductions (health insurance, life insurance, and FICA), indirect costs, and state payments (dental insurance, long-term disability, workers' compensation insurance, retirement, and unemployment insurance). The cost code includes eight subcodes which, when strung together, constitute the entire cost code. These subcodes indicate the fund from which the employee is paid, department, division, program, project, recipient code, revenue source, and fund (not fiscal) year.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 5 years and then destroy.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

**TITLE:** Payroll expenditures report

(continued)

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(1)(b)

**SECONDARY DESIGNATION(S):**

Private. Social security number and deductions [UCA 63G-2-302(1)(e)]

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9900

3

**TITLE:** Payroll records

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1949

3

**TITLE:** Purchase order records

**DATES:** 1959-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Purchase orders (fi-8), GRS-1983.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

These records have temporary administrative and fiscal value and may be destroyed according to the approved retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9898

3

**TITLE:** Purchase requisitions

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-01-2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9897

3

**TITLE:** Receipts from concession stand vendors

**DATES:** 1970-2017.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay cash to the agency for services rendered.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2017.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 84008

3

**TITLE:** Summary by vendor

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by vendor name

**DESCRIPTION:**

This COM report takes the approved list of vendors that is provided by State Purchasing and breaks out only those vendors that are presently utilized by the Education Department.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year or until new fiche is provided and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 84008

**TITLE:** Summary by vendor

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1296

3

**TITLE:** Telephone company case file

**DATES:** undated

**ARRANGEMENT:** numerical

**DESCRIPTION:**

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

3

**TITLE:** Treasurer's transmittal records

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**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.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial information network (fi-net) payment records,

**AUTHORIZED:** 06-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

**TITLE:** Treasurer's transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

3

**TITLE:** Vendor payment vouchers

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological.

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**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.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial information network (fi-net) payment records,  
06-01-1996

**AUTHORIZED:** 06-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

**TITLE:** Vendor payment vouchers

(continued)

**PRIMARY DESIGNATION:**

Public