

Retention and Classification Report

Agency: Utah State Office of Education. Internal Services Section (1947)
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Records Officer: Benjamin Rasmussen

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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 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.

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

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.

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:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 3.

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 CLASSIFICATION:

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

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

SERIES: 21752

3

TITLE: Employee reimbursements

DATES: 1994-

ARRANGEMENT: Numerical by FINET number, thereunder chronological

ANNUAL ACCUMULATION: 10.00 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 7 years.

DISPOSITION:

Destroy.

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

APPRAISAL:

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

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: 21752

TITLE: Employee reimbursements

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 83736

3

TITLE: Expenditure reports

DATES: 1980-

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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: 83736

TITLE: Expenditure reports

(continued)

APPRAISAL:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 83739

3

TITLE: Financial report

DATES: 1980-

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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:

Administrative Fiscal

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 CLASSIFICATION:

Public

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

SERIES: 83737

3

TITLE: Financial summary by revenue source

DATES: 1980-

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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: 83737

TITLE: Financial summary by revenue source

(continued)

APPRAISAL:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 83738

3

TITLE: Financial summary report

DATES: 1980-

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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: 83738

TITLE: Financial summary report

(continued)

APPRAISAL:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 9894

3

TITLE: General accounting records

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 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 retention schedule.

PRIMARY CLASSIFICATION:

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

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

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 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.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah State General Records Retention Schedule, Schedule 10, Item 15.

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: 9900

TITLE: Payroll records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 1 year.

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 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 13, Item 9.

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

ANNUAL ACCUMULATION:

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

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 13, Item 10.

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 9897

3

TITLE: Receipts from concession stand vendors

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

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 13.

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 84008

3

TITLE: Summary by vendor

DATES: 1980-

ARRANGEMENT: Alphabetical by vendor name

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

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:

Administrative Fiscal

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

PRIMARY CLASSIFICATION:

Public

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

SERIES: 1296

3

TITLE: Telephone company case file

DATES: undated

ARRANGEMENT: numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

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.

PRIMARY CLASSIFICATION:

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 7 years.

DISPOSITION:

Destroy.

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

APPRAISAL:

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

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 CLASSIFICATION:

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 7 years.

DISPOSITION:

Destroy.

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

APPRAISAL:

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

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 CLASSIFICATION:

Public