

Retention and Classification Report

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

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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 for 1 year(s)

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 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.

PRIMARY DESIGNATION:

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

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

SERIES: 21752

1

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 proposed and has not yet been approved.

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

1

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 proposed and has not yet been approved.

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.

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

1

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 proposed and has not yet been approved.

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.

PRIMARY DESIGNATION:

Public

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

SERIES: 21750

1

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 proposed and has not yet been approved.

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.

PRIMARY DESIGNATION:

Public