

# Retention and Classification Report

**Agency:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council (283)  
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**Records Officer:** Anna Owen

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**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 20844

3

**TITLE:** Annual reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**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)

**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 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 4 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 20844

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

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

This disposition is based on Utah General Retention Schedule, Schedule 1, Item 25, and the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 26363

3

**TITLE:** FI-NET payment records and reports

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

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

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

Computer data files: Retain in Office until administrative value has been met and then delete.

**APPRAISAL:**

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

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 26363

**TITLE:** FI-NET payment records and reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 25494

3

**TITLE:** Financial Information Network (FI-NET) payment records

**DATES:** [ca. 1972]-2009.

**ARRANGEMENT:** Alphabetical by vendor name, thereunder chronological by year

**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.

**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 2 years after end of fiscal year in which they were initiated 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 53.

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 25494

**TITLE:** Financial Information Network (FI-NET) payment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 25495

3

**TITLE:** Grant case files

**DATES:** ca. 1972-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These grant case files document the agency's disbursement of federal grant funds from the Administration on Developmental Disabilities to various state agencies and community organizations as per 45 CFR 1386 et seq. The grants usually have a three year limit, and are given to applying governmental and non-governmental entities that provide services to the disabled. Examples of projects funds may be granted for include family training and counseling; conferences; making community facilities, streets and sidewalks more accessible; research projects and training to assist disabled individuals with the practical aspects of life. Examples of training include voting in elections and the use of public transportation. Records include grant applications, plans and contracts. Information includes applicant name and contact information, date submitted, anticipated date of completion, amount of funds requested and granted, expenditure details, details of issues to be addressed and authorizing signature.

**RETENTION:**

Retain 7 years after grant has expired.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2004.

**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 after grant has expired and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.



**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 25495

**TITLE:** Grant case files

(continued)

**APPRAISAL:**

Administrative Fiscal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 20755

3

**TITLE:** Minutes

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records document the historical record for the Governor's Council for People with Disabilities. The minutes are taken from council meetings held eight times per year.

**RETENTION:**

Retain 10 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 02/01/2005.

**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 or until no longer active and then transfer to State Records Center. Retain in State Records Center for 9 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 9.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 20755

**TITLE:** Minutes

(continued)

documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 6310

3

**TITLE:** Report on population of people with disabilities in Utah

**DATES:** 1988-

**ARRANGEMENT:** Chronological, thereunder numerical by personal identifier

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This special report is created by the Developmental Center for Handicapped Persons from Utah State University under contract to the Governor's Council for People With Disabilities. It contains both demographic and statistical information on the needs of the handicapped population of Utah. It includes an executive summary report which is used as a transitional document for planning for the expenditure of funds to handicapped programs. The report is also distributed to Utah's congressional delegation in order to provide information for federal programs to the handicapped.

**RETENTION:**

Retain 1 year. 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 1 year and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 6310

**TITLE:** Report on population of people with disabilities in Utah

(continued)

**APPRAISAL:**

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 19.

This disposition is based on the secondary historical value to researchers interested in issues concerning the handicapped population of Utah and the needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 27747

3

**TITLE:** UDDC self- or other agency audits

**DATES:** 2003-

**ARRANGEMENT:** chronological by year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

Periodic performance audits of the Utah Developmental Disabilities Council (UDDC) by UDDC and other agencies are conducted. These audits are used by UDDC for reference. Records include reports on goals and results pertaining to agency programs and agency record keeping and contracts. Recommendations on the findings of reports are included.

**RETENTION:**

Retain 10 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 Records Center. Retain in State Records Center for 8 years and then transfer to State Archives.

**APPRAISAL:**

Fiscal Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 22.

These records may be sent to the State Archives after 10 total years but must not be destroyed or weeded. Weeding of the files is done at the time of archiving and a concerted effort is made to send as little as possible.

**AGENCY:** Department of Human Services. Division of Services to People with Disabilities. Utah Developmental Disabilities Council

**SERIES:** 27747

**TITLE:** UDDC self- or other agency audits

(continued)

**PRIMARY CLASSIFICATION:**

Public