Retention and Classification Report

Agency: Utah Developmental Disabilties Council (283)

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Records Officer Anna Owen

20844		Annual reports
26363		FI-NET payment records and reports
25494	*	Financial Information Network (FI-NET) payment records
25495		Grant case files
20755		Minutes
06310		Report on population of people with disabilities in Utah
27747		UDDC self- or other agency audits

AGENCY: Utah Developmental Disabilties Council

SERIES: 20844 3
TITLE: Annual reports
VARIANT Publications
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects. Electronic versions of publications may be considered a duplicate if identical. If unique, see Schedule 1, Item 44.

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: Utah Developmental Disabilties 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: Utah Developmental Disabilties 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: Utah Developmental Disabilties Council

SERIES: 26363
TITLE: FI-NET payment records and reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Developmental Disabilties 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: Utah Developmental Disabilties Council

SERIES: 25494
TITLE: Financial Information Network (FI-NET) payment records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Developmental Disabilties 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 disbursal 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: Utah Developmental Disabilties Council

SERIES: 25495
TITLE: Grant case files

(continued)

APPRAISAL:
Administrative Fiscal

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Developmental Disabilties 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 documentation.

AGENCY: Utah Developmental Disabilties Council

SERIES: 20755
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Utah Developmental Disabilties Council

SERIES: 6310 3
TITLE: Report on population of people with disabilities in Utah
VARIANT Handicapped population of Utah report
DD council report
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.

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.

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.

AGENCY: Utah Developmental Disabilties Council

SERIES: 6310
TITLE: Report on population of people with disabilities in Utah

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Utah Developmental Disabilties Council

SERIES: 27747 3
TITLE: UDDC self- or other agency audits
VARIANT PPR
MTARS
Office audits
Contract 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.

AGENCY: Utah Developmental Disabilties Council

SERIES: 27747
TITLE: UDDC self- or other agency audits

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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.

PRIMARY CLASSIFICATION:

Public