

Retention and Classification Report

Agency: Legislature. Office of the Legislative Auditor General (590)

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Records Officer: Richard Coleman

22121 Annual reports
25396 Audit Subcommittee meeting minutes
09419 Audit investigation reports
09420 Audit investigation work papers
04105 *Board of Education records
17641 Personnel files
11062 *Road Commission budget proposal
06477 *Special legislative funding study report

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121

3

TITLE: Annual reports

DATES: 1976-

ARRANGEMENT: Chronological.

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)

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 State Archives permanently 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.

APPRAISAL:

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

These records are created by the agency administration to document the history of: research, programs, policies, procedures, leadership, and decision making processes of the agency.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 22121

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419

3

TITLE: Audit investigation reports

DATES: 1975-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed provided there is no pending audit.

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

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

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9419

TITLE: Audit investigation reports

(continued)

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 22. Disposition is based on the value of these final audit reports in documenting official reviews of state agencies over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420

3

TITLE: Audit investigation work papers

DATES: 1975-

ARRANGEMENT: Chronological, thereunder alphabetical by agency name.

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on state agencies by an outside agency. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain 20 years after audit has been completed and closed out

DISPOSITION:

Transfer to the State Archives with authority to weed provided there is no pending litigation

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 until audit has been completed and closed out and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives provided there is no pending litigation.

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

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

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 9420

TITLE: Audit investigation work papers

(continued)

APPRAISAL:

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

This disposition is based on the historical and research value of these records to document the actions and function of the Legislature.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(13)(2008)

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 25396

3

TITLE: Audit Subcommittee meeting minutes

DATES: 1976-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

RETENTION:

Retain 15 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 10/01/2001.

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

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 51.

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 4105

3

TITLE: Board of Education records

DATES: 1972-1977.

ARRANGEMENT: Alphanumerical.

ANNUAL ACCUMULATION:

DESCRIPTION:

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: Legislature. Office of the Legislative Auditor General

SERIES: 17641

3

TITLE: Personnel files

DATES: 1975-

ARRANGEMENT: Alphabetical by employee name.

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. File should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years after retirement or separation of employee.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/2006.

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 until retirement or separation of employee and then transfer to State Records Center. Retain in

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 17641

TITLE: Personnel files

(continued)

State Records Center for 65 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 11062

3

TITLE: Road Commission budget proposal

DATES: 1961-1963.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain permanent. 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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. Office of the Legislative Auditor General

SERIES: 6477

3

TITLE: Special legislative funding study report

DATES: 1958.

ARRANGEMENT: Alphanumerical

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:

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

APPRAISAL:

Administrative Fiscal Historical

The reports in this series document the functions of the legislature. Reports have ongoing research value.

PRIMARY CLASSIFICATION:

Public