

Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Financial Information Systems (409)
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Records Officer: _____

30732	Interface request forms
80502	Journal entries
80506	Summary of journal entries affecting cash
30731	System guides
80483	TC72 Encumbrance adjustments generated report

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 30732

3

TITLE: Interface request forms

DATES: 2008-

ARRANGEMENT: None.

DESCRIPTION:

These records document requests to establish FINET transaction uploads be completed as a process.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the Records Management Committee.

APPROVED: 02/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 30 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 80502

3

TITLE: Journal entries

DATES: 1992-

ARRANGEMENT: None

DESCRIPTION:

This is a list by journal number including fund; organization hierarchy; account; sub account; date; TC; entry; debit amount; credit amount; total by journal sub entry; final by report with bud revnue, expenditure and other; program revenue; program expenditure totals.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

This is general entry report and needs to be kept 10 years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 80506

3

TITLE: Summary of journal entries affecting cash

DATES: 1992-

ARRANGEMENT: None

DESCRIPTION:

This reports lists fund, debits, credits, and net change.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 30731

3

TITLE: System guides

DATES: 1996-

ARRANGEMENT: None.

DESCRIPTION:

This series contains system guides, system analysis, and supporting documentation. Multiple versions of system guides are retained for reference about how each version of the system functioned.

RETENTION:

Retain for 10 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the Records Management Committee.

APPROVED: 02/2024

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 80483

1

TITLE: TC72 Encumbrance adjustments generated report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

Adjustments created by agency accounting officers and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers.

RETENTION:

Retain for 3 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 6 months and then destroy.

Computer output microfiche master: Retain in Office for 3 years after valid audit and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

This is an audit file and fiche should be kept for 3 years after valid audit as per 23 CFR 17.5 (b) and paper files should be kept 6 months or until administrative need ends.

PRIMARY DESIGNATION:

Public