

## Retention and Classification Report

**Agency:** Department of Health. Office of Finance (470)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81864

3

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:** Alphabetical, thereunder numerical by transaction ID.

**DESCRIPTION:**

These records consist of accounts receivables prepared to collect amounts owed by vendors, organizations, or citizens with whom the agency conducts business. Includes invoices and related accounting records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81861

3

**TITLE:** American Express monitoring report

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are summary reports generated by American Express showing expenditures made by state employees involving American Express. It is comprised of a cardholder report, a geographical vendor report, a card member activity report, and a consolidated report. This report is generated monthly. These reports include employee name, description of expenditure, and expenditure amounts.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**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). This retention is based on the Division of Finance's retention for a similar record.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81861

**TITLE:** American Express monitoring report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81834

3

**TITLE:** Annual leave compilation card

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is used to record the leave taken by the employee during the year. The information includes employee's name, social security number, date hired, vacation rate, leave taken during the year, leave balance, and signature.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then file in employee's personnel file.

**APPRAISAL:**

These records have administrative value(s).  
Based on General Retention Schedule 2 Item 9.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81815

3

**TITLE:** Annual work program staff plan

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a budgetary document used to justify and plan for the department's personnel budget. It is updated every two weeks. It includes the position control number, full time employment positions, low organization number, schedule code, position title, estimated grade and step, actual grade and step, the current incumbent's name and social security number, the amount of salary and benefits budgeted, the projected costs, and the real costs.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after end of fiscal year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The record copy of this report is kept in the Division of Finance. This copy has only an administrative value. The retention set is for administrative purposes.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81815

**TITLE:** Annual work program staff plan

(continued)

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81851

3

**TITLE:** Appropriations request file

**DATES:** 1985-

**ARRANGEMENT:** numerical by year

**DESCRIPTION:**

This record is used by the bureau to track the budget from its submission to the legislative process to the final appropriations. It is used to answer questions concerning spending on programs and is subject to audit. The file includes working papers, cost statements, draft of annual budget, budget summaries, long-term plans, and workload increase requests.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

This information is duplicated in the Budget Bureau and has been given a permanent retention there. This record has only audit value and may be disposed of after that has ended.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81825

3

**TITLE:** Appropriations, allotments, and transfers

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are journals which reflect the status of obligations, appropriations, and transfers of funds for each spending authority within state government. This is used to post FIRMS. This record series includes accounting entity name and number, description and the amount of the transfer or transaction, the date, the signature of the approving authority, and the state finance document number.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This record is subject to federal audit.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81837

3

**TITLE:** Audit reports

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the reports prepared by federal and state auditors of the results of their audits.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Retention is based on administrative needs of the agency.

Retention is based on OMB Circular A-128.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81833

3

**TITLE:** Authorization for compensable services

**DATES:** 1984-

**ARRANGEMENT:** Numerical by authorization number

**DESCRIPTION:**

These are authorizations given to health care providers by the divisions of Family Health Services and Community Health Services to provide specific treatment to clients. Without this authorization, the department may refuse to pay for these services. The information includes the health care provider's name, address, and vendor number; the authorization date; the low organizational, account, and activity code numbers to be charged; the specific services authorized; and the signatures of the authorizing officials and authorizing agent.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). A copy of this authorization is filed with the related patient chart and is available there for any legal action. However, for audit purposes, this file is administratively useful as all of the authorizations are filed together. For this reason, the file should be retained for the audit period.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81833

**TITLE:** Authorization for compensable services

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81819

3

**TITLE:** Bank reconciliations

**DATES:** 1983-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The Department's bank reconciliations are used to identify and resolve any discrepancies between bank transactions for all department bank accounts and transactions recorded in the State's accounting system. Department bank accounts are used only for receipting funds, not making payments. The bank reconciliations identify the department, month being reconciled, bank code, bank name, bank account number, bank balance, book balance, and reconciling items. Also included in the bank reconciliation packet are the Bank Reconciliation Summary Report for the month being reconciled (provided by State Finance), the monthly bank statement, and any other supporting documentation.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This record should be kept until it is audited or until the audit period has passed.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81819

**TITLE:** Bank reconciliations

(continued)

**PRIMARY DESIGNATION:**

Public      Utah Code 63G-2-301(2)(2018)

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81841

3

**TITLE:** Contract log

**DATES:** 1983-

**ARRANGEMENT:** numerical by contract number

**DESCRIPTION:**

This is a log used to assign contract numbers and to track the movement of the contracts through the approval process. It includes the date received, the agency, the term of the contract, the amount, the date sent to Budget Bureau, the date sent to the Attorney General's office, the date returned, and the contract number.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This has administrative value only. See also General Retention Schedule 3 Item 4.



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81828

3

**TITLE:** Correspondence file

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a file of all the correspondence generated by the bureau. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 4 years or until no longer needed and then destroy.

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Records that document the activities of the bureau and show its policies, achievements, and activities are of long-term value and should be retained. However, correspondence dealing with routine day to day matters should be weeded out when no longer needed. Records in "A": letters of transmittal that do not add any information to that contained in the transmitted material; quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records in "B": records that relate to the internal administration or housekeeping activities of the office. In general these records relate to the office organization, staffing, procedures, and communications; the day to day administration of office personnel; supplies and office services

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81828

**TITLE:** Correspondence file

(continued)

and equipment requests and receipts; and the use of office space and utilities; also, records that are duplicates of information filed elsewhere. Records in "C": records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81855

3

**TITLE:** Daily transmittal file

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record of deposits to the State Treasurer of funds received by the Health Department. The information includes amount of the transmittal, date of the transmittal, receipt numbers covered, the source of the funds, and the amount forwarded.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This record is subject to audit by the federal government.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81848

3

**TITLE:** Deductions and other earnings register

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report of the deductions or other earnings an employee incurred during the calendar year. This is reviewed by federal auditors when part of an employee's income comes from grant funds. This report includes deduction or earning code, pay period date, low organization number, employee social security number, employee name, current deduction or other earning amount, month to date totals, quarter to date totals, year to date totals, and grand totals in each category by low organization.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This record is subject to federal audit. The federal audit period is based on submission of the final audit report. This can happen up to a year after the end of the last fiscal year of the grant. For this reason, a five year retention would ensure that the information is available if needed.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81848

**TITLE:** Deductions and other earnings register

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81820

3

**TITLE:** Deposits with the State Treasurer

**DATES:** 1986 -

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a copy of deposits made to the State Treasurer by the bureaus within the department. This record is used as an audit trail. It includes the reporting period, the depositing unit's low organizational number, the amount of the deposit, the fund number credited, and the total of the day's deposits.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This record should be kept until it is audited or until the audit period has passed.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81846

3

**TITLE:** Employee matching benefit matching money report

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a computer printout from the Division of Finance showing the amounts of state matching money paid to retirement, life insurance and other benefits. This is used by the bureau to monitor the postings to FIRMS at the activity level. The information includes the low organization number, the employee count, the total amount of pay earned, the amount of FICA paid, and the amounts paid for retirement, life insurance, health insurance, dental insurance, long-term disabilities, and the total benefits paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The retention is based on statements of the staff as to their needs.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81863

3

**TITLE:** Employee work schedule and time record

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record of hours worked daily by FLSA non-exempt employees. It is used to ensure that these employees either do not work overtime or are compensated for overtime work. It includes employee's name, title and grade, the pay period, and the hours worked.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record is needed in case of an investigation by the FLSA.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81827

3

**TITLE:** Expenditure adjustment requests

**DATES:** 1986-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are forms created by the bureau and sent to the Division of Finance to correct errors on warrant requests and interdepartmental transfers. The forms include division number, department number, date, organizations debited and credited, the low organizational number, the activity code, the amount involved, an explanation of the transaction, and an authorizing signature.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Retention is based on audit needs of the office.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81845

3

**TITLE:** Financial Information Resource Management Systems reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports generated by the Division of Finance relating to voucher preparation, administrative audit, and other accounting and disbursing operations. The information includes agency's name, account number, amount of charge, and the account balance.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 month and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

Paper: For records prior to and including 1997. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

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

According to the staff, this record is subject to audit and should be kept for as long as their other financial documents.

The paper copy of the report can be destroyed within a month and the fiche saved for the full retention period.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81845

**TITLE:** Financial Information Resource Management Systems reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81847

3

**TITLE:** Grant files

**DATES:** 1977-

**ARRANGEMENT:** By division, then by date, then alphabetical by grant.

**DESCRIPTION:**

These records show federal grants received by the department. Records include; grant applications, notice of award, federal financial report (SF-425), budget expenditures, federal 272 reports, cost allocation plans, indirect rate agreements, and communications with federal partners.

**RETENTION:**

Retain for 7 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Grant records, GRS-1859.

**AUTHORIZED:** 07-23-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until date of final expenditure report and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81865

3

**TITLE:** Health maintenance organization recipient certification file

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is the basis for making payments to individuals receiving medical assistance. The bureau uses this to process warrant requests. The file includes recipient certified list, recipient re-instated list, recipient pending list, and recipient deleted list. Information includes the family name; case number; recipient identification number; the recipient's name, sex, age, and date of birth; and the date the case was opened.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This record is subject to federal audit and should be retained for a five year period. A paper copy is received because it arrives sooner than the COM and can be used to issue payments more promptly. Once the COM is received, the paper copy becomes expendable.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81865

**TITLE:** Health maintenance organization recipient certification file

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81858

3

**TITLE:** Human resource profile and notice of personnel action

**DATES:** 1986-

**ARRANGEMENT:** Numerical by activity and low org number

**DESCRIPTION:**

This is a copy of the notification of personnel action. This is sent to the bureau so that they can verify that there is enough funding for any new positions or salary increases in the organization's budget. The information includes the employee's name, social security number, address, position, salary history, salary position, and organization.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after the end of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81831

3

**TITLE:** Leave application files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is a record of applications for leave and supporting papers relating to request for and approval of leave.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

Although the General Retention Schedule sets the retention at one year, this record is audited by the federal auditors. Therefore a longer retention is required.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81808

3

**TITLE:** Letter of credit file

**DATES:** 1985-

**ARRANGEMENT:** numerical by letter of credit number

**DESCRIPTION:**

This is an instrument certified by the federal government that permits the Health Department to draw funds for medicaid payments for immediate disbursement. This file includes the letter of credit number, the agency station symbol, the effective date, the payee, the amount authorized, the time designation of the letter of credit, the prior authorization, the amount of change, the date the letter of credit is certified, and the name and signature of the certifying official.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration or revocation of letter of credit and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This is based on 42 CFR 433.32(b) and 45 CFR Part 74 on audit requirements.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81809

3

**TITLE:** Letter of credit funds request

**DATES:** 1984-

**ARRANGEMENT:** numerical by letter of credit number

**DESCRIPTION:**

This is the record of fund transfers through an automated bank transfer system used to receive funds allocated to each grant account. It includes the transfer date, the bank handling the transaction, the amount of the draw, and various computer code numbers, which identify the account and draw authorizations.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This record is used for audit purposes and is subject to 45 CFR Part 74 requirements.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81840

3

**TITLE:** Local health districts contract payment files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

This is the record of contracts and payments between the state Health Department and the local health departments. This file documents billings and payments between the department and local health agencies. The file includes warrant requests, summary statement of reimbursement, summary statement of expenditures, detail statement of expenditures, detail statement of capital outlay, detail statement of wages and salaries, detail statement of collections, detail statement of travel expenditures, and detail statement of fringe benefits. The information on these records includes the county or district with which the contract was signed, the contract number, the program title, and a list of payments and expenditures.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This retention is consistent with the retention for other contracts and allows for all audit and legal requirements.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81842

3

**TITLE:** Management control logs

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are management control tools to track the movement of documents through the bureau. This record includes all of the above logs. The management control logs include the date of the item, the item description, any amounts involved, and the dates the item was received or sent.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record is a management tool and has only administrative value.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81867

3

**TITLE:** Medicaid management information system weekly check register

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a weekly record of all warrants issued to health care providers for medicaid. This is used to retrieve information concerning payments for health services. The information includes the payee's name, the date of payment, the amount, and the date the check cleared the bank.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This record is needed for potential audit and legal actions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81859

3

**TITLE:** Medicare buy-in premium payments files

**DATES:** 1986-

**ARRANGEMENT:** none

**DESCRIPTION:**

This is a record of payments to the federal government under section 1843 of the Social Security Act. This provides coverage under the Supplemental Medical Insurance Program for certain individuals receiving money payments under state approved public assistance plans. This program allows coverage for individuals not normally eligible. The files include journal entry, contract payment record, and summary accounting statement. Information includes the amount of the payment, the organization charged for the debit, and the payment date.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final expenditure report and then destroy.

**APPRAISAL:**

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

This record is subject to audit and should be kept for the audit period.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81811

3

**TITLE:** Medicare/medicaid automated certification report

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report by the state showing the department's accomplishments in certifying health care facilities. It includes both a report as to how much was spent in certification and the number and type of facilities certified. This series includes the quarter and year of the report, the type of provider, the number of initial visits, the number of resurvey visits, the number of complaint visits, and the total number of visits. Budget information includes a breakdown of salary and fringe benefit items and the amounts allocated to medicare and medicaid funding.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after submission of final expenditure report and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The record is subject to audit and should be retained for the period specified in 45 CFR Part 74.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81852

3

**TITLE:** Merit and productivity tracking report

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are bi-weekly reports on the pay of employees reviewed by the bureau to ensure that the merit raises did not exceed the two percent ceiling. This report was only prepared for 1986, but it may be prepared at some time in the future. It includes the name and low organization number of the affected bureau, the amount committed to raises, the amount authorized, and the uncommitted balance. It also includes a breakdown of employees receiving merit raises, giving their name, social security number, old and new grade, hourly rate, and projected merit costs.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only.



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81852

**TITLE:** Merit and productivity tracking report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81844

3

**TITLE:** Monthly expenditure report

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record used to report the expenditures, appropriations, and allotments for the department for every month. The information includes the accounting period; the percentage of the year expired; the appropriation number and name; the division number and name; the activity number and name; and for each activity within each division, the account code number and name, the amount of the annual work program, the amount of the allotments for the year to date, the outstanding encumbrance/reservations, expenditures for the current month, expenditures for the year to date, and the uncommitted allotments balance.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after end of fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This information is also produced on COM microfiche number 57606M, Health FIRMS Monthly Report. In the past, the paper copy has been kept for the convenience of the staff. However, due to the quantity of the record, use of the microfiche is recommended.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81818

3

**TITLE:** Monthly reconciliation report file for in-state travel

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an accounting record used to balance the department's travel account. This record includes amounts of bank statement balance, deposits in transit, checks outstanding, balance per check book, travel advances outstanding, other reconciling items, and the fund total; and the signatures of the fund custodian and the financial manager.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This is a financial record subject to federal audit. Once the audit has been completed, the record is no longer needed.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81868

3

**TITLE:** Nursing home bi-monthly check register

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a weekly record of all warrants issued to nursing homes for medicaid. This is used to retrieve information concerning payments for health services. The information includes the payee's name, the date of payment, the amount, and the date the check cleared the bank.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
This record is needed for potential audit and legal actions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81835

3

**TITLE:** Payroll delivery receipts log

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a record of the employees in the various divisions who are authorized to receive and distribute payroll checks. It is also used as receipt to record who actually took delivery of the checks. The information includes the low organizational number, the division name, the names of the employees authorized to accept the checks, and the signature of the employee who took delivery.

**RETENTION:**

Retain for 3 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The value of the record is administrative.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81860

3

**TITLE:** Payroll information report

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This form is used to transmit payroll information to the payroll clerk and to personnel. It is used usually to record leave without pay hours. The information on the form includes the employee's name, social security number, grade and step, pay rate, leave without pay hours, and on call hours worked.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The record copy of this report is kept by the Bureau of Personnel. This record has administrative value only.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81853

3

**TITLE:** Payroll posting to position control file

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report of total gross pay used by the bureau to verify the accuracy of the information carried by the Division of Finance. The information includes the department number, low organization number, position control number, the gross pay, the amount of benefits, the total employee expense, the employee's social security number and name.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81849

3

**TITLE:** Payroll register

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a complete listing of low organization payroll information by current, month to date, quarter to date and year to date totals received from State Finance. It is used to answer inquiries concerning payroll and for audit purposes. This series includes low organization number, distribution code, regular hours, overtime hours, other hours, total earnings, regular earnings, overtime earnings, other earnings, withholdings, total deductions, net pay, check number, individual earnings and taxes, and run date.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

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

The retention is based on the staff statements that this record is reviewed by federal auditors.



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81839

3

**TITLE:** Personnel files

**DATES:** 1965-

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

These are the official personnel files for the bureau staff. In this division, each bureau keeps its own personnel files. These files include a complete work history of an individual while employed by the state.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until employee transfers or separates from state and then transfer to the Bureau of Personnel.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the practices of the department. All personnel files are sent to the Bureau of Personnel when the employee leaves. That bureau then follows the retention set in the General Retention Schedule.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81836

3

**TITLE:** Policies and procedures manuals

**DATES:** 1978-

**ARRANGEMENT:** Alphanumerical by subject code

**DESCRIPTION:**

These are manuals that govern the operations and the administration of various programs in the bureau. Included in these manuals are policies and procedures for leave, benefits, travel, awards, training, performance plans, employee compensation, and employee development.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or obsolete and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Policies and procedures have long-term research value and should be preserved. However, the originating organization should have the responsibility for the preservation.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81814

3

**TITLE:** Processed Expenditure Records

**DATES:** 1985-

**ARRANGEMENT:** Numerical by transaction ID.

**DESCRIPTION:**

These records are processed financial expenditures that may include payments of invoices, employee reimbursements (non-payroll), and related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on the audit needs of the Department.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81816

3

**TITLE:** Professional contractual agreements

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name and then by contract number.

**DESCRIPTION:**

These records document contractual agreements for products or services. Records may include preliminary requirements, business case, terms and conditions, contractor payroll records, bids, and the signed contract.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office until contract expires and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

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

The copy of the contract must be maintained in case of a legal dispute. The retention is based on the contract retention for the Division of Finance. Retention in the office is recommended due to the small quantity of the record.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81816

**TITLE:** Professional contractual agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81812

3

**TITLE:** Purchase requisition files

**DATES:** 1985-

**ARRANGEMENT:** Numerical by purchase order number

**DESCRIPTION:**

This is a request for purchase of materials or services.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
According to the staff, this record is subject to federal audit.  
The record should be kept until it has been audited. Once this is complete, the forms can be destroyed as the Division of Purchasing keeps the record copy.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81810

3

**TITLE:** Quarterly medicaid statement of expenditures for the medical assistance program

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report submitted to the federal government accounting for expenditures the state has made for the medicaid program. It includes a summary sheet, report of expenditures for the quarter, prior periods adjustments, third party liability collections and cost avoidance, and expenditures for state and local administration for the medical assistance program.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after the end of the fiscal year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

The in office retention is based on 45 CFR Part 74. A permanent retention is recommended as it documents the amount of money spent in the state by the medicaid program.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81823

3

**TITLE:** Redeemed warrants month to date report

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a COM microfiche that is sent to Finance and is used by them as a reference to answer questions about when checks were cashed. This report is updated twice a month. This report includes warrant number, warrant amount, the date the warrant cleared the bank, the warrant issue date, and the bank's sequence number.

**RETENTION:**

Retain for 1 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Office for 1 month and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This is based on a similar retention for the Division of Finance.



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81843

3

**TITLE:** Returned checks for vital records file

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are checks that were sent to the department for payment of services and were returned for insufficient funds. This file is used by the bureau to collect the funds due. This file includes notice from agency to Finance, collection notices, the returned check, bank deposit slips, and proof of mail delivery.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 30 months and then destroy.

**APPRAISAL:**

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

Although the department could pursue legal action against people who give them bad checks, the amounts are so small as to make extended action futile. All active collection action ends within six months. The further retention is to allow for internal audit of the record.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81843

**TITLE:** Returned checks for vital records file

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81857

3

**TITLE:** Salary adjustment files

**DATES:** 1985-

**ARRANGEMENT:** none

**DESCRIPTION:**

This form is used by the bureau to notify division directors that they cannot give employees proposed salary increases due to insufficient funding. A copy of the form is kept to later cross reference with work program revisions submitted by the division to provide needed funding for the raise. The information on the form includes the name of the employee, the proposed grade change, and the total cost of the increase.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record has administrative value only.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81826

3

**TITLE:** Stop payment request file

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is notification from the Division of Health Care Financing to stop payment on a warrant that was not received by the recipient, in order that a new warrant can be issued. This file includes the payee's name and address, the warrant amount, the provider identification number, the warrant number, the date the check was sent, and a certification that the warrant had been sent.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This is the record copy of the stop payment request. A five year retention is needed to allow for any potential legal action.

Retention in the office is recommended due to the small quantity of the record.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81826

**TITLE:** Stop payment request file

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81832

3

**TITLE:** Transfers and Journal Entries

**DATES:** 1986-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Transfers, allocations, journal entries, and other adjusting entries to an organization's financial statement with appropriate supporting documentation and approvals.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on audit needs.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81821

3

**TITLE:** Travel authorization and reimbursement request files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an authorization to travel. It is used as a verifying document that the individual submitting a travel voucher was authorized to travel and allows Finance to pay him. This document includes an estimation of the trip cost, the destination, the dates of the trip, the employee's name, the employee's division and department, an authorizing signature, the low organization number, and the reason for the travel.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year 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).  
This retention is based on audit needs.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81821

**TITLE:** Travel authorization and reimbursement request files

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81862

3

**TITLE:** Travel monitoring report

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are summary reports issued from Morris Travel and Murdock Travel used to monitor the travel costs of state employees. These reports include the employee name, destination, routing, accommodations, and cost.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This record is reviewed by federal auditors and must be kept for the full audit period.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81866

3

**TITLE:** Warrant registers

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a list of all warrants issued to vendors on a daily basis. This record is used to retrieve voucher payable information. The information includes the warrant number, the voucher number, the vendor number, the invoice number, the amount paid, and the date issued.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then destroy.

Computer output microfiche master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This information is needed for potential audits. The paper copy may be destroyed once the COM is received.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81822

3

**TITLE:** Warrant summary report

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an obsolete report that shows when warrants were checked. It is used by the bureau to answer inquiries about when checks were cashed. This report includes the system name, the report number, the warrant number and date, the voucher number, the vendor number, the vendor name, the amount of the warrant, and the low organization number.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer needed and then destroy.

**APPRAISAL:**

As a six year old document, this report has lost its value.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81856

3

**TITLE:** Work program funding worksheets

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are data entry forms and source documents sent to the Division of Finance and used by them to establish and revise the department's budget in the accounting system. This series includes Annual Work Program Estimated Revenue Revision, Staffing Plan, and Work Program Expenditure Revision. Information includes a breakdown of expenditures and income by category and month and the amount of changes to the figures. The file also includes personal information on employees such as their job position, name, social security number, grade and step, and salary.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after end of fiscal year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This record is kept in the Division of Finance so that the agency copy only has administrative value.

**AGENCY:** Department of Health. Office of Finance

**SERIES:** 81856

**TITLE:** Work program funding worksheets

(continued)

**PRIMARY DESIGNATION:**

Public