

Retention and Classification Report

Agency: Department of Public Safety. Administrative Services Division. Accounting (1402)

4501 South 2700 West
Salt Lake City, UT 84119
801-965-4463

Records Officer: _____

21942 Payment vouchers

AGENCY: Department of Public Safety. Administrative Services Division. Accounting

SERIES: 21942

3

TITLE: Payment vouchers

DATES: 1995-

ARRANGEMENT: Numerical by year

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

Provides documentation of payments to vendors. May include the payment voucher, purchasing records and all supporting documentation. The Department of Public Safety maintains the official copy of the record.

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: For records beginning in 1995 through 2009. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Paper: For records beginning in 2010 and continuing to the present. Retain in Office until scanned and quality checked and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 7 years and then delete.

APPRAISAL:

These records have fiscal value(s).

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(continued)

PRIMARY DESIGNATION:

Public