Retention and Classification Report

Agency: Department of Government Operations. Division of Technology Services (1922)

4315 South 2700 West
Taylorsville, UT 84129-2128

Records Officer: _____

30405	Agency history records
19557	Annual budget reports
29613	Annual reports
84675	Budget background records
19559	Contract files
19561	Deposits with the State Treasurer
83316	Executive correspondence
20016	FINET accounts payable documents
84674	Financial and accounting records
84430	Fixed asset information files
19563	General office correspondence
28942	Network Building Plans
18712	Non-regulated system logs
83970	Policies and procedures manuals
23901	Publications
84676	Rate change records
30407	Regulated system logs
30638	Single Sign-On public user accounts (UtahID)
13917	Telecommunication work orders
08367	Telephone and data processing bills and reports

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 30405 3
TITLE: Agency history records
DATES: 2000-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records document important milestones in the formation and existence of the Division of Technology Services. Records include organizational charts, public and professional recognition, governors' and other awards to the Division, and related records.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical as they document the creation, operation, and closure of governmental entities.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 30405
TITLE: Agency history records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19557 3
TITLE: Annual budget reports
DATES: 1993-
ARRANGEMENT: Chronological.
DESCRIPTION:

Budget reports document the agency's plans for financial operations during each upcoming year, and may include statistical reports, outcome reports, and other records used to fulfill the agency's assessment reporting requirements.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

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 transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value as annual reports created by the agency to document the status of appropriation, apportionment, and use of funds.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19557
TITLE: Annual budget reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 29613 3
TITLE: Annual reports
DATES: 2015-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are official reports summarizing activities and accomplishments of a governmental entity or program which are produced and distributed. They may include statistics, narrative reports, graphics, and diagrams.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

These records provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 29613
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84675 3
TITLE: Budget background records
DATES: 1980-
ARRANGEMENT: Numerical by budget office from number order
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. Items include budget prep documents, historical expenses, authorized budget, requested budget, and other general financial information. May also contain some personnel information.

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.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84675
TITLE: Budget background records

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19559 3
TITLE: Contract files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are files which document contracts between ITS and vendors, or between ITS and customers. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments or collections.

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:

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

Paper: Retain in Office for 1 year after final action 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).

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19559
TITLE: Contract files

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19561 3
TITLE: Deposits with the State Treasurer
DATES: 1990-
ARRANGEMENT:
DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 83316 3
TITLE: Executive correspondence
DATES: 1984-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records support the agency's function to provide quality technology to partner agencies. Correspondence provides unique information about agency functions, policies, procedures, or programs and documents material discussions and executive-decisions made regarding all agency interests.

RETENTION:

Permanent. Retain for 7 year(s) after separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after separation and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records provide the executive decision-making processes of the department and their effort to be transparent in their government duties.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 83316
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2018)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2016.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 20016 3
TITLE: FINET accounts payable documents
DATES: 1987-
ARRANGEMENT: Alphabetical by vendor
ANNUAL ACCUMULATION: 150.00 cubic feet.
DESCRIPTION:

These files contain FINET purchase orders, PG, P1, AV, Rx documents, vendor invoices, travel reimbursements and purchasing records and reports.

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 until end of fiscal year 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).

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.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 20016
TITLE: FINET accounts payable documents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84674 3
TITLE: Financial and accounting records
DATES: 1981-
ARRANGEMENT: none
DESCRIPTION:

These files contain the financial records for the division of ITS (Information Technology Services). Files include FINET IAT's, CR's, A/R Ledgers, check registers, inventory, and other balance sheet reconciliation and reports and FINET monthly reports and audits.

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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008) UCA 63G-2-301 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84430 3
TITLE: Fixed asset information files
DATES: 1976-
ARRANGEMENT: Chronological.
DESCRIPTION:

These records relate to tangible assets--such as property and equipment--owned by the Division of Technology Services and valued at $5000 or higher. Information includes substantiation, purchases, deprecation, inventories, and related records.

RETENTION:

Retain for 10 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1976 and continuing to the present. Retain in Office for 10 years after disposition of asset and then destroy.

Computer data files: Retain in Office for 10 years after disposition of asset and then delete.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84430
TITLE: Fixed asset information files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2022.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 19563 1
TITLE: General office correspondence
DATES: 1980-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above and section meeting minutes.

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 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 value(s).

Records in this series have temporary administrative value and may be destroyed according to the scheduled retention period.

PRIMARY DESIGNATION:

Public UCA63G-2-301 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 28942 3
TITLE: Network Building Plans
DATES: 1990-
ARRANGEMENT: Database.
DESCRIPTION:

These records document the agency's function to provide cost-effective, efficient information and communications systems and resources. Records contain the building plans for all state buildings with an overlay of telecommunication networks.

RETENTION:

Permanent. Retain until disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until disposition of asset and then transfer to State Archives with authority to weed.

Paper: Retain in Office until disposition of asset and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 28942
TITLE: Network Building Plans

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(11-13)(2020).

SECONDARY DESIGNATION(S):

Public

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 18712 3
TITLE: Non-regulated system logs
DATES: 1984-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series consists of records which monitor and log the activities and events of an information system resource. Information includes console logs, system logs, application logs, physical logs, and access logs for systems that do not contain regulated data.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2022)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 83970 3
TITLE: Policies and procedures manuals
DATES: 1976-
ARRANGEMENT: chronological
DESCRIPTION:

These records support the agency's function to to provide consistent quality technology to partner agencies through the documentation and dissemination of the agency's policies and procedures. Records include program descriptions and approved manuals.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives.

Computer data files: Retain in Office until superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are considered historical as they document the executive policies and procedures implemented by the agency.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 83970
TITLE: Policies and procedures manuals

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 23901 3
TITLE: Publications
DATES: 1993-
ARRANGEMENT: Chronological.
DESCRIPTION:

Records created by the agency, including pamphlets, newsletters, reports, directories, and other published or processed documents. These records include information on agency provided services, the Automated Geographic Reference Center, and other issues addressed by the Division of Information Technology Services. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

Paper copy: Retain in Office until administrative need ends.

APPRAISAL:

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

These records serve to document the history of the agency through its services, activities and programs. Records include pamphlets, pamphlets, newsletters, reports, directories, and other published or processed documents. These records include information on agency provided services, the Automated Geographic Reference Center, and other issues addressed by the Division of Information Technology Services. Consists primarily of isolated publications not part of a more specific series.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 23901
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 84676 3
TITLE: Rate change records
DATES: 1988-
ARRANGEMENT: Chronological
DESCRIPTION:

Reports maintained by receiving and reporting units, which document how much it costs an entity to provide a service and the fee they charge for that service.

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 until administrative value has been met 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).

Records in this series have temporary administrative and fiscal value and may be destroyed according to the scheduled retention period.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 30407 1
TITLE: Regulated system logs
DATES: 1984-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series consists of records which monitor and log the activities and events of an information system resource. Information includes console logs, system logs, application logs, physical logs, and access logs for systems that contain regulated data.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2022)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 30638 1
TITLE: Single Sign-On public user accounts (UtahID)
DATES: 2013-
ARRANGEMENT: Database.
DESCRIPTION:

The records in this records series are collected, maintained and processed by the Department of Government Operations, Division of Technology Services (DTS) under the authority of Utah Code 63A-16-8, which requires DTS to create and administer a Single Sign-On (SSO) solution for use by governmental entities, persons and individuals to facilitate secure digital access to government services with a single centralized identity and authentication process that can be implemented by governmental entities. SSO is an authentication method that enables users to securely authenticate with multiple applications and websites by using just one set of credentials. When a user creates an account, they provide personal information that includes their name, username, password, and email address. The user may also choose to add an alternate email address, address, and phone number. These records include unique account identifiers, personal identifiers, sensitive information that if combined could be personally identifiable, contact information, authenticators, identification, authentication, authorization and system metadata used for the management of the account. Accounts are required to be created and used by persons in order to access State of Utah online applications that facilitate digital government services. Purpose and Use: The information in this record series will only be used for the purposes and uses specified in Utah Code 63A-16-8, 63A-16-214, 63A-16-205(1)(a)(i), 63A-16-205(1)(a)(iv), and other commonly purposes as necessary to fulfill the requirements of the? Code. The data in this record series is not used for ads, marketing, sold to third parties, or authorized for use by third parties for any other purpose or use except for those identified in this record series or for security purposes. Information in this record series may be shared with third parties in accordance with Utah Code 63G-2-206, including other governmental entities, contractors and/or private providers whose IT systems are authorized by the Division of Technology Services to utilize the UtahID single sign-on solution. Public users may be presented with authorization and consent options to allow or deny third party applications access ?to certain user information for the purposes of identification, authorization or other purposes as provided in the authorization notice.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 30638
TITLE: Single Sign-On public user accounts (UtahID)

(continued)

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 3 years after last successful login or until requested by account owner or as needed to reset and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Exempt	Utah Code 63G-2-106 (2022)

SECONDARY DESIGNATION(S):

Private.	Utah Code 63G-2-302(1)(n) and (2)(d) (2023)
Protected.	Utah Code 63G-2-305(12) and (51) (2023)

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 13917 3
TITLE: Telecommunication work orders
DATES: 1986-
ARRANGEMENT: Numerical by purchase order number.
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records document the agency's function to provide cost-effective, efficient information and communications systems and resources, as described in Utah Code 63F-1-104(1)(b)(2019). Records document agency installation, change, removal, and servicing of equipment, including project plans and reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Telecommunications service records, GRS-1754.

AUTHORIZED: 07-01-1990

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.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 13917
TITLE: Telecommunication work orders

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 8367 3
TITLE: Telephone and data processing bills and reports
DATES: 1983-
ARRANGEMENT: Alphabetical by subject/topic, thereunder chronologically.
DESCRIPTION:

These records document the agency's function to provide cost-effective, efficient information and communications systems and resources, as described in Utah Code 63F-1-104(1)(b)(2019). Records contain charges and call histories for telephone and data processing services, including monthly bills and detailed call reports for state agencies.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Computer utilization and billing reports, GRS-1766.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: For records prior to and including 2015. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

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

AGENCY: Department of Government Operations. Division of Technology Services

SERIES: 8367
TITLE: Telephone and data processing bills and reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.