

## Retention and Classification Report

**Agency:** Board of Education. Office of Education. Internal Accounting (1947)

250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200

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

09894	General accounting records
83742	Payroll expenditures report
09900	Payroll records
01949	Purchase order records
09898	Purchase requisitions
84008	Summary by vendor
21751	Treasurer's transmittal records
21750	Vendor payment vouchers

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9894

3

**TITLE:** General accounting records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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).  
Records in this series have temporary administrative and fiscal value and may be destroyed according to the retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

3

**TITLE:** Payroll expenditures report

**DATES:** 1980-

**ARRANGEMENT:** Chronological by date of report, thereunder numerical by cost code

**DESCRIPTION:**

This report is generated by Internal Accounting for every pay period on computer output microfiche. The report includes the cost code for the employee, social security number, name, position control number, total earnings, deductions (health insurance, life insurance, and FICA), indirect costs, and state payments (dental insurance, long-term disability, workers' compensation insurance, retirement, and unemployment insurance). The cost code includes eight subcodes which, when strung together, constitute the entire cost code. These subcodes indicate the fund from which the employee is paid, department, division, program, project, recipient code, revenue source, and fund (not fiscal) year.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 83742

**TITLE:** Payroll expenditures report

(continued)

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Private. Social security number and deductions [UCA 63G-2-302(1)(e)]

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9900

3

**TITLE:** Payroll records

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 1949

1

**TITLE:** Purchase order records

**DATES:** 1959-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Orders used to document the purchase transaction and to notify the agency of purchase approval.

**RETENTION:**

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

**APPRAISAL:**

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

These records have temporary administrative and fiscal value and may be destroyed according to the approved retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 9898

3

**TITLE:** Purchase requisitions

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 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 retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 84008

3

**TITLE:** Summary by vendor

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by vendor name

**DESCRIPTION:**

This COM report takes the approved list of vendors that is provided by State Purchasing and breaks out only those vendors that are presently utilized by the Education Department.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in Tape Library for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Computer output microfiche duplicate: Retain in Office for 1 year or until new fiche is provided and then destroy.

**APPRAISAL:**

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

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



**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 84008

**TITLE:** Summary by vendor

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

3

**TITLE:** Treasurer's transmittal records

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

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.

**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 3 years 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).  
Records in this series have temporary fiscal and administrative value and may be destroyed according to the retention schedule.

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21751

**TITLE:** Treasurer's transmittal records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

3

**TITLE:** Vendor payment vouchers

**DATES:** 1994-

**ARRANGEMENT:** Numerical by FINET number, thereunder chronological.

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

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.

**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 3 years 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).

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

**AGENCY:** Board of Education. Office of Education. Internal Accounting

**SERIES:** 21750

**TITLE:** Vendor payment vouchers

(continued)

**PRIMARY DESIGNATION:**

Public