

Retention and Classification Report

Agency: Department of Human Services. Office of Fiscal Operations (2708)

DHS Office of Fiscal Operations
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Records Officer: _____

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AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82431

3

TITLE: Annual work appropriation request files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This record series is a collection of program files used to prepare reports and request funding from the legislature. If money is approved for a program, then the money is credited to the proper FIRMS account.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82330

3

TITLE: Appropriation request files

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This record is a listing of expenditures submitted to the legislature for the new years budget. This series includes the estimated cost for the various types of programs and general expenses.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after the close of the fiscal year involved and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). Retention is also based on the fiscal accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82330

TITLE: Appropriation request files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82331

3

TITLE: Authorized signature files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a record of people who have been authorized to sign documents when the director is not present.

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: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s).
Retention is based on administrative need.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82334

3

TITLE: Bank reconciliations

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This record series is a listing of deposits made with the State Treasurer's Office. Deposits are sent by division and district offices to the Bureau of Finance. This series includes the bank statement, deposit slip, amount of deposits and outstanding deposits, the date, amount, and daily summary.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after the fiscal year ends or until all audits have been completed and then destroy.

APPRAISAL:

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

Retention is also based on the fiscal and accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82334

TITLE: Bank reconciliations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82338

3

TITLE: Banklink transmittal files

DATES: 1984-

ARRANGEMENT: Numerical by department number, thereunder by treasurer number, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a record of deposits made by the Bureau of Finance on behalf of district offices with First Security Bank.

This series includes daily log book, check/cash log book, a DF 55, deposit slips, copies of deposit slips, cash register totals, amount of deposit, date, and department number.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office until audits are completed, admin. value has been met and then destroy.

APPRAISAL:

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

Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

Previous decision: 3 years.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82338

TITLE: Banklink transmittal files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82339

3

TITLE: Charitable fund files

DATES: 1986-

ARRANGEMENT: Numerical by packet number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This is a record of the employees who contribute to the United Way Program. This record series is administered by a different department each year. This series includes the name, low organizational number, and the amount the employee wishes to contribute.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the year contributions were made or until administrative value has been met and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is based on administrative need.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82339

TITLE: Charitable fund files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82350

3

TITLE: Check loss affidavit files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This is a form filled out by a client who has not received an assistance check. The payment is stopped on checks until an investigation is completed. The original copy of this record is maintained by the Office of Recovery Services.

This series includes the name of the division, the service originated from, name of the client, and signatures.

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: 07/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Retention is at the request of the agency.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82350

TITLE: Check loss affidavit files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82351

3

TITLE: Check loss files

DATES: 1981-

ARRANGEMENT: Alphabetical by client's name

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

This is a record of all people who are currently being or will be prosecuted for check fraud. The original record is filed with the State Treasurer.

This series includes copies and original checks paid to the client by Social Services.

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: 07/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is at the request of the agency

Previous decision: 7 years.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82352

3

TITLE: Check register files

DATES: 1974-

ARRANGEMENT: Alphabetical by name, thereunder numerical by identification number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

This is a register of all checks that have been issued by Social Services Finance bureau for child support, cashouts, recoveries, benefit select, energy assistance, and other welfare related programs. This series is used for verification of issuance and for litigation in medicaid and Social Service check fraud cases. This record is generated weekly.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in Office for 7 years after fiscal year or until all litigation is complete and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention is at the request of the agency.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82352

TITLE: Check register files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 26567

1

TITLE: Contract monitoring records-duplicates

DATES: 2002-

ARRANGEMENT: Alphabetical by division name thereunder chronological by date

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends

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 until administrative need ends and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(a), (b), and (h); UCA 63G-2-302(2)(d)

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28292

3

TITLE: Contractor financial reports

DATES: 1990-

ARRANGEMENT: Alphabetical by contractor name.

DESCRIPTION:

These records are created in order to comply with state and federal financial reporting requirements. Records contain original financial reports submitted by contractors, their accountants, or Certified Public Accountants (CPAs) to the Department of Human Services (DHS) to fulfill the DHS, state, and federal financial reporting requirements outlined in DHS contracts.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Office of Management and Budget, Circular A-133.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28292

TITLE: Contractor financial reports

(continued)

PRIMARY DESIGNATION:

Public For non-profit entities

SECONDARY DESIGNATION(S):

Private. Non-profit entities: Utah Code 63G-2-302(2)(b)(ii)
Protected. For-profit entities and individuals, primary: Utah Code 63G-2-305(2),(4), and (6)
Private. For-profit entities, secondary: Utah Code 63G-2-302(1)(g).

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 17200

3

TITLE: Department contracts

DATES: 1984-

ARRANGEMENT: Alphabetical by contractor name

DESCRIPTION:

These are original and/or copies of Department of Human Services (DHS) contracts and agreements (including memorandums of understanding and letters of agreement, referred to as MOUs). This series includes the names and addresses of the contracting parties, the contractor tax ID numbers, Employer Identification Numbers (EINs), W-9s or copies of Social Security cards, Conflict of Interest Disclosure Statements, and other documentation supporting the contract. They may also include contractor trade secrets.

RETENTION:

Retain for 7 year(s)

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 17200

TITLE: Department contracts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-305(1), trade secrets; UCA 63G-2-309, confidentiality claims
Private.	UCA 63G-2-302 (1)(h), Social Security number

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82355

3

TITLE: Emergency revolving fund files

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 14.00 cubic feet.

DESCRIPTION:

This is a record of clients who have received money in the event of an emergency and of clients who have just applied for public assistance and are in immediate need of funds.

This series includes the type of assistance (aid to families, foodstamps), amount of the issued check, client's name, check number, and category.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

Previous decision: 3 years.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82355

TITLE: Emergency revolving fund files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82370

3

TITLE: Emergency revolving fund printout files

DATES: 1984-

ARRANGEMENT: Alphabetical by district, thereunder by client's name

ANNUAL ACCUMULATION: 1.40 cubic feet.

DESCRIPTION:

This is a printout of checks issued to public assistance recipients who have received emergency funds. These printouts are used for issuance confirmation since this type of assistance can only be given once. The printouts are used to check the checks cashed against deposits made, to balance the books on a quarterly basis, and to compile a report required by Finance. This series includes the client's name, reason for payment, and the amount of check,

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: 07/1989

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 2 months and then erase.

Paper: Retain in Office for 3 years after end of the fiscal year or until all audits have been completed and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82370

TITLE: Emergency revolving fund printout files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82354

3

TITLE: Expense files

DATES: 1983-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a record of the year end tabulations of expenses incurred during the year by the divisions. This information is used to balance the books at the end of the fiscal year. This series includes revenue expenses, level number, low organizational number, account number, activity code, document number, amount, organization name, state funding notation, total expenditures, unexpended balance, and final closeout balances.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month after end of fiscal year or until fiche copy has arrived in the office and then destroy.

Microfiche master: Retain in Office for 10 years after end of the fiscal year and then destroy.

APPRAISAL:

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

Retention is based on the retention of the records scheduled in the State Department of Finance.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82354

TITLE: Expense files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82372

3

TITLE: Federal grant report files

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This record series is a report and supporting documentation used to report and monitor the money drawn from the federal grants, and then to disburse the funds to the proper divisions following the established guidelines. This series includes a copy of the report sent to the federal government concerning the distribution of the funds, other related information, quarterly cost allocations, deposit transmittals, and a cash status report.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on the new General Retention Schedule.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82372

TITLE: Federal grant report files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82410

3

TITLE: Federal report files

DATES: 1983-

ARRANGEMENT: Alphabetical by subject, thereunder numerical by grant number

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This series is a report of expenditures used to generate the amount of match money or draws the division is requesting for the various welfare programs from the federal government and the state. This series includes program title, amendment number, grant number, date, award notice, amount and type of money, classification of the program, allocations, revisions, budget summaries, and ledger sheets.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

Retention is based on the fiscal and accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82410

TITLE: Federal report files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82377

3

TITLE: Hand written checks and check file

DATES: 1983-

ARRANGEMENT: Chronological, thereunder numerical by check number

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This is a record of all supporting paperwork and hand written checks issued which were not submitted in time to make the computer printout deadline.

This series includes the check issued, Handwritten Check Request, district name, date of issue, and the amount.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after audits are complete and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in Office for 10 years and then destroy provided all audits have been completed.

APPRAISAL:

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

Retention is at the request of the agency.

Previous decision: 7 years.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82377

TITLE: Hand written checks and check file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82411

3

TITLE: Internal service fund billing files

DATES: 1984-

ARRANGEMENT: Alphanumeric by division, thereunder chronological

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

This is a record of the crude expenses listed for each division to the current date. This series includes asset, rental charges, copy machine charges, and all other billable expenses. This also includes any type of work papers, copies of supporting documents, and interdepartmental transfers.

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

Computer magnetic storage media: Retain in Office for 3 years after the end of the fiscal year and then erase.

APPRAISAL:

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

The retention of the paper and the magnetic tape have been set for the same amount of time due to the fact that all budget officers do not make changes to the data file, but rather only to the paper copy. retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82411

TITLE: Internal service fund billing files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82412

3

TITLE: Labor cost report files

DATES: 1986-

ARRANGEMENT: Alphanumerical by division, thereunder chronological

ANNUAL ACCUMULATION: 36.00 cubic feet.

DESCRIPTION:

This record series is a more concise information gathering system used in conjunction with FIRMS, and posting payroll for budget and expenditure purposes. This series includes payroll, low organizational number, fund number, account number, task number, rate of pay, hours worked, amount, check number, and payroll cost.

RETENTION:

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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after date of final report 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).
Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82412

TITLE: Labor cost report files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82413

3

TITLE: Missing check control log files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of information taken from the check Loss Affidavit Form which indicates the status of a reported missing check. This series includes the status of the check (stopped, cashed).

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 14388

3

TITLE: Office of Liability Management day care study, 1994

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 6 year(s)

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 Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in children's social issues and the administrative value expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 14388

TITLE: Office of Liability Management day care study, 1994

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 18180

3

TITLE: Payment documents

DATES: ca. 1976-

ARRANGEMENT:

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 7 years after the end of the fiscal year in which initiated and then destroy.

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

Microfilm master: Retain in Archives for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 18180

TITLE: Payment documents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82414

3

TITLE: Payroll information report files

DATES: 1984-

ARRANGEMENT: numerical by pay period

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Report from Finance indicating the status of agency payroll transactions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82415

3

TITLE: Posting payroll files

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 8.50 cubic feet.

DESCRIPTION:

Posting payroll records used by the budget officers to post payroll for assigned divisions, reconciliations, and other general budget purposes. Division and bureaus are divided between the budget officers.

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: 09/1988

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).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82422

3

TITLE: Procurement records

DATES: 1985-

ARRANGEMENT: Numerical by procurement number thereunder alphabetical by offeror/contractor's name

DESCRIPTION:

The official procurement record for all procurement actions published/approved by the purchasing agent in the Office of Fiscal Operations, Bureau of Contract Management. Includes procurement records for canceled solicitations and hard copy, late responses to solicitations. Each procurement file is a unique compilation of documents that begins with a need for a client service. The procurement documents in the file vary but may include the following items: the original solicitation, (if published on the State of Utah's (State's) electronic bidding system, the solicitation may have to be accessed on the State's electronic bidding system), hard-copy responses received, both timely and late, (responses submitted electronically through the State's bidding system may have to be accessed on the State's bidding system; untimely electronic responses are rejected by the bidding system and will not be available), evaluation committee conflict of interest disclosure statements, score sheets, bid tabulations, award recommendation(s), and notice(s) of award and/or non-award. This series also includes any debriefing requests and/or protests filed pursuant to a DHS procurement action, records related to the handling and resolution of each, including any decisions rendered in the matter.

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:

All Formats: Retain in Office for 1 year after contracts awarded

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82422

TITLE: Procurement records

(continued)

and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

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).
Division of Purchasing and General Services Series #16591

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected.	UCA 63G-2-309 (Confidentiality claims); UCA 63G-2-305(6) (Disclosure of which would impair governmental procurement proceedings)
Private.	UCA 63G-2-302(1) (Tax Id Numbers and/or Social Security Numbers)

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82416

3

TITLE: Provider check register files

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record series contains a register of the checks issued to and cashed by the provider for services. Providers listed have contracts with all of the divisions.

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 3 years after the end of the fiscal year and then destroy.

Computer magnetic storage media: Retain in Office for 3 years after the end of the fiscal year and then erase.

APPRAISAL:

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

All budget officers do not make changes on the data file. Many make changes to the paper copy only. As a result, the paper must be kept as the record copy. Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28291

1

TITLE: Provider financial report internal review forms

DATES: 1990-

ARRANGEMENT: Alphabetical by provider name

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain for 4 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 until administrative need ends, not exceeding 4 years, and then destroy.

APPRAISAL:

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

These records contain summaries of financial information compiled from other sources. These are reference materials.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(h)

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82418

3

TITLE: Public assistance warrant reconciliation files

DATES: 1978-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is a listing of checks issued on a daily basis by the divisions which are used to do a daily balance of accounts.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

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

Computer output microfiche master: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82418

TITLE: Public assistance warrant reconciliation files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82419

3

TITLE: Purchase order files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after fiscal years ends and then transfer to State Records Center. Retain in State Records Center for 42 months and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28293

3

TITLE: Rate setting records

DATES: 1990-

ARRANGEMENT: Chronological by year, then service code.

DESCRIPTION:

This series includes drafts and working papers containing financial data obtained from contracted providers including annual financial reports, tax reports, salary surveys, and other cost data. These records are used to develop and set rates for specific services that the Department of Human Services (DHS) publishes and subsequently pays to contracted providers for services provided to DHS clients. Outdated rates and working papers are used for reference when creating new rates.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28293

TITLE: Rate setting records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2),(4),(22)

SECONDARY DESIGNATION(S):

Public. Final rates are public.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82420

3

TITLE: Receipt books

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are blue NCR (no carbon required) copies of receipts for monies received by Finance from divisions and district offices for deposits and or payments. This series includes the amount received, from whom, and method of payment (check, cash).

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after book is completed 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).
Retention is based on Records Disposition Number 81-36.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82421

3

TITLE: Reconciliation backup files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

APPRAISAL:

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28128

3

TITLE: Request for primary/secondary non-contracted provider record creation/update forms

DATES: 2003-

ARRANGEMENT: Alphabetical by provider name.

DESCRIPTION:

These records include all forms and documentation submitted by primary and secondary non-contracted providers, including copies of W-9s and Social Security cards. Once input into CAPS (Contracts Approvals & Payments System), these records are destroyed and the record in CAPS is maintained as the record copy.

RETENTION:

Retain until administrative need ends

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:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 28128

TITLE: Request for primary/secondary non-contracted provider record creation/update forms

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(a), (1)(b), and (1)(h)

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82424

3

TITLE: Supplemental and emergency fund register files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a record of clients and employees who have received supplemental checks due to a monetary shortage when first issued, and to emergency welfare check recipients. This record is used to prepare a grant reduction report.

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: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

These records are currently being destroyed when updated lists have come out. Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82426

3

TITLE: Travel records

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 12.00 cubic feet.

DESCRIPTION:

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: 09/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82427

3

TITLE: Void report files

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This record series is used to confirm voided checks. They are then reconciled with State Finance, and the amount is credited to the proper low organizational number. This series includes journal entries, low organizational number, and check amount.

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of the fiscal year and then destroy.

APPRAISAL:

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

Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 18181

3

TITLE: Vouchers

DATES: ca. 1975-

ARRANGEMENT:

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 7 years after end of fiscal year in which initiated and then destroy.

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

Microfilm master: Retain in Archives for 7 years after the end of the fiscal year they were initiated and then destroy.

APPRAISAL:

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

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 18181

TITLE: Vouchers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82353

3

TITLE: Warrants and emergency revolving fund checks

DATES: 1937-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

This is a record of original checks of monies paid out by divisions for various welfare programs by the Divisions of Recovery Services, Assistance Payments, Community Operations, and Family Services.

This series includes the name, address of recipient, and authorized signatures.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 30 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

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

Retention is at the request of the agency.

Previous decision: paper 7 years; microfilm 7 years.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82353

TITLE: Warrants and emergency revolving fund checks

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82432

3

TITLE: Work program files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

This is a statement of financing as appropriated by the Legislature and given to the division. This plan shows how the agency will spend the money, and documents any changes in the outlined expenditure or revenue. this record is sent to Finance by the division. Finance keeps the record copy. This series includes the appropriated budget, revisions, and expenditure detail.

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: 09/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the end of the fiscal year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Retention is based on the fiscal accounting policies outlined in 42 CFR 433.32.

AGENCY: Department of Human Services. Office of Fiscal Operations

SERIES: 82432

TITLE: Work program files

(continued)

PRIMARY DESIGNATION:

Public