

Retention and Classification Report

Agency: Department of Workforce Services. Internal Audit Division (2814)

140 East 300 South
Salt Lake City, UT 84111
801-526-9529

Records Officer: _____

28530 Audit engagement records

AGENCY: Department of Workforce Services. Internal Audit Division

SERIES: 28530

3

TITLE: Audit engagement records

DATES: 1998-

ARRANGEMENT: Numerically by project number.

DESCRIPTION:

These records contain working papers related to the planning, field work, and reporting on audits by the department's Internal Audit Division. Audits are conducted regularly, or in response to allegations against specific employees, in order to verify that policies and procedures are effective and practiced. These records contain the audit results and evidence supporting the final report, and provide a link between the field work and the auditor's report. These records may include a variety of department information, depending on the type of audit performed, and may contain confidential customer, employee, or employer information.

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: 07/2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after completion of audit 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 a minimum of 10 years and then delete.

AGENCY: Department of Workforce Services. Internal Audit Division

SERIES: 28530

TITLE: Audit engagement records

(continued)

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

The ten-year retention is modeled after series 9412, auditor's working papers.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2) (2019)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) and (2)(d) (2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.