

Utah State Archives

Parent Agency:

Agency: Department of Technology Services

1 State Office Building, FL 6
Salt Lake City, UT 84114

Records Officer Stephanie Weiss

83970 Policies and procedures manuals

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in August 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: Aug 15, 2016

Utah State Archives

AGENCY: Department of Technology Services

SERIES: 83970

TITLE: Policies and procedures manuals

DATES: 1976-

ARRANGEMENT: chronological

DESCRIPTION:

These records support the agency's function 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:

Retain until superseded.

DISPOSITION:

Transfer to the State Archives permanently.

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Paper: Retain in Office until superseded and then transfer to State Archives.

Computer data files: Retain in Office until superseded and then transfer to State Archives with authority to weed.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

Administrative Historical

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

PRIMARY DESIGNATION:

Public

Utah State Archives

Parent Agency:

Agency: Department of Workforce Services

140 East 300 South
Salt Lake City, UT 84111

Records Officer Kent Naisbitt

- 28897 Administrative Services grant and contract records
- 28898 Administrative Services operational accounting records

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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 08/15/2016

Utah State Archives

AGENCY: Department of Workforce Services

SERIES: 28897

TITLE: Administrative Services grant and contract records

DATES: 1997-

ARRANGEMENT: Chronologically, thereunder alphabetically by grant name.

DESCRIPTION:

The agency promotes Utah's economic stability by providing a wide variety of programs to support Utah workers. These records document how state and federal funds are allocated and spent on programs such as those that supply financial, child care, food, and training support. Records include applications, contracts, memorandums of agreement, project reports, related records, as well as the unsuccessful applications and requests for proposals.

RETENTION:

Retain 7 years after expiration of contractual agreement.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after end of contract and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Workforce Services

SERIES: 28898

TITLE: Administrative Services operational accounting records

DATES: 1997-

ARRANGEMENT: Chronologically

DESCRIPTION:

Operational accounting records document program payments, purchase card reconciliations, and other expenses and may include expense reports and journal entries.

RETENTION:

Retain 7 years after final action.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office until end of fiscal year after final action and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public