

Utah State Archives

Parent Agency: Administrative Services
Finance

Agency: Department of Administrative Services. Division of Finance.
Office of State Debt Collection
5110 State Office Building
Salt Lake City, UT 84114-0000

Records Officer Anne McNally

28788 Garnishment records

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 September 2016.



Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 9/9/2016

Utah State Archives

AGENCY: Department of Administrative Services. Division of Finance. Office of State Debt Collection

SERIES: 28788

TITLE: Garnishment records

DATES: 1995-

ARRANGEMENT:

DESCRIPTION:

These records support the agency's function to collect accounts receivables ordered by a court (Utah Code 63A-3-502(6)(a)(2015). Records document garnishment payments and authorizations, and may include copies court information, such as dockets and judgments, bankruptcy information, reconciliation reports, and related notes and correspondence.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b)(2016)

Utah State Archives

Parent Agency: Administrative Services
Facilities Construction

Agency: Department of Administrative Services. Division of Facilities
Construction and Management
4110 State Office Building
350 North State Street
Salt Lake City, UT 84114-0000
801-538-3284

Records Officer Cee Cee Niederhauser

80350 Contractor's prequalification documents

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.).

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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 9/9/2016

Utah State Archives

AGENCY: Department of Administrative Services. Division of Facilities
Construction and Management

SERIES: 80350

TITLE: Contractor's prequalification documents

DATES: 1982-

ARRANGEMENT: chronological.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's administrative need to ensure that contractors bidding on state projects are qualified in accordance with state laws. Records document contractors' qualifications and include copies of contractors' licenses and letters from qualified bonding companies certifying that contractors are bonded.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 18 months and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

APPRAISAL:

Administrative

RETENTION JUSTIFICATION:

The agency requires contractor's to submit records to pre-qualify every 18 months. The agency would like to maintain the records for an extra 6 months to be able to review the contractor's previous information.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Facilities Construction and Management

SERIES: 80350

TITLE: Contractor's prequalification documents

(continued)

PRIMARY DESIGNATION:

Public

Utah State Archives

Parent Agency: Administrative Services
Risk Management

Agency: Department of Administrative Services. Division of Risk
Management
5120 State Office Building
P.O. Box 141321
Salt Lake City, UT 84114-1321
538-5364

Records Officer Camille Richins

59930	Certificates of insurance
59928	Claims records
59929	Insurance policy contract records
59933	Loss control case records
59934	Premium invoices

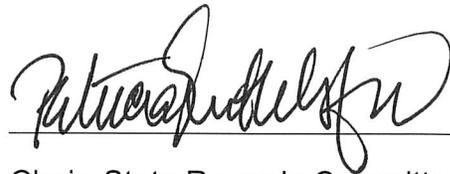
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Executive Secretary
State Records Committee



Chair, State Records Committee

Date: 9/9/2016

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59930

TITLE: Certificates of insurance

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records support the agency's function to provide insurance coverage for the following agencies and their employees: state agencies, higher education, school districts, and charter schools(Utah Code 63A-4-101(2)(a)(2006)). Certificates are created in response to requests for verification that entities are insured by the agency and include all related documentation identifying the type of coverage, its limits, and correspondence.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative

The agency requires contractor's to submit records to pre-qualify every 18 months. The agency would like to maintain the records for an extra 6 months to be able to review the contractor's previous information.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59930

TITLE: Certificates of insurance

(continued)

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59928

TITLE: Claims records

DATES: 1980-

ARRANGEMENT: Numerical by claim number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records support the agency's function to provide coverage for the following agencies and their employees: state agencies, higher education, school districts, and charter schools (Utah Code 63A-4-101(2)(a)(2006)). Records document the investigation and resolution of claims, and may contain personally identifiable information, psychiatric and medical histories, financial and investigative records, and authorizations for settlement.

RETENTION:

Retain 30 years after case is closed.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

Computer data files: Retain in Office for 30 years after case is closed and then delete.

APPRAISAL:

Administrative Fiscal

RETENTION JUSTIFICATION:

Records retention is based upon the need for the records to be retained until any minors involved have reached the age of 18, plus a number of years to ensure that the statute of limitations have been met, as well as any possible opportunities for legal action.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59928

TITLE: Claims records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(13, 18, 23, 24)(2015)

SECONDARY DESIGNATION(S):

Controlled. Utah Code 63G-2-304(2008)

Private. Utah Code 63G-2-302(1)(b)(2016)

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59929

TITLE: Insurance policy contract records

DATES: i 1952-

ARRANGEMENT: Numerical by policy number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records support the agency's function to provide insurance coverage for the following agencies and their employees: state agencies, higher education, school districts, and charter schools (Utah Code 63A-4-101(2)(a)(2006)). Records contain insurance policy contracts entered into by the state of Utah. Records document the state's protection in the event that a claim is filed, and include coverage and premium payment information.

RETENTION:

Retain 25 years after superseded.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after after superseded and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 25 years after after superseded and then delete.

APPRAISAL:

Administrative Fiscal

RETENTION JUSTIFICATION:

Records retention is based upon the need for the records to be retained until any minors involved in an incident have reached the age of 18, plus a number of years to ensure that the statute of limitations has been reached.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59929

TITLE: Insurance policy contract records

(continued)

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59933

TITLE: Loss control case records

DATES: 1986-

ARRANGEMENT: Alphabetical by agency

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records support the agency's function to protect the state's assets by documenting inspections, consultations, and other services performed by loss control personnel (Utah Code 63A-4-101(2)(c)(2006)). Records contain agency identifiers, inspection or consultation details, and corrective recommendations.

RETENTION:

Retain 10 years after final action.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: For records prior to and including 2014. Retain in Office for 3 years 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 10 years after final action and then delete.

APPRAISAL:

Administrative

Records retention is based upon the need for the records to be retained until any minors involved in an incident have reached the age of 18, plus a number of years to ensure that the statute of limitations has been reached.

PRIMARY DESIGNATION:

Public

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59933

TITLE: Loss control case records

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(12, 18, 24)(2015)

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59934

TITLE: Premium invoices

DATES: 1980-

ARRANGEMENT: Alphabetical by agency

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These records support the agency's function to provide insurance coverage for the following agencies and their employees: state agencies, higher education, school districts, and charter schools (Utah Code 63A-4-101(2)(a)(2006)). Records document premiums charged to agencies, and include the official premium notices and related records.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

APPROVED: 02/2006

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative Fiscal

RETENTION JUSTIFICATION:

Retention is based on the administrative need of the agency to respond to legislative requests for past premium amounts.

Utah State Archives

AGENCY: Department of Administrative Services. Division of Risk Management

SERIES: 59934

TITLE: Premium invoices

(continued)

PRIMARY DESIGNATION:

Public

Utah State Archives

Parent Agency: Transportation Department
Civil Rights

Agency: Department of Transportation. Office of Civil Rights

4501 South 2700 West, 4th Floor
P.O. Box 141520
Salt Lake City, UT 84114-1520
965-4100

Records Officer Judy Romrell

06247 Disadvantaged Business Enterprise certification eligibility

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.).

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Nova Dubovik
Executive Secretary
State Records Committee



Chair, State Records Committee
Date: 9/9/2016

Utah State Archives

AGENCY: Department of Transportation. Office of Civil Rights

SERIES: 6247

TITLE: Disadvantaged Business Enterprise certification eligibility records

DATES: 1970-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These records support the agency's function to identify and certify businesses owned and controlled by socially and economically disadvantaged individuals working on federally funded highway projects. Records document the eligibility of contractors to participate in the federal Disadvantaged Business Enterprise program, and may include applications and records used to substantiate monetary income levels.

RETENTION:

Retain 23 years after final action.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Computer data files: Retain in Office for 23 years after final action and then delete.

APPRAISAL:

Administrative Fiscal

RETENTION JUSTIFICATION:

Final action is defined as the decision of certification. Retention period is based on the general audit requirements and administrative need of the agency.

Utah State Archives

AGENCY: Department of Transportation. Office of Civil Rights

SERIES: 6247

TITLE: Disadvantaged Business Enterprise certification eligibility records

(continued)

PRIMARY DESIGNATION:

Exempt 49 CFR 26.109(2)(2016)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2016)
Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

Utah State Archives

Parent Agency: Environmental Quality
Waste Management Radiation Control

Agency: Department of Environmental Quality, Division of Waste
Management and Radiation Control
195 North 1950 West
Salt Lake City, UT 84116
801-536-0200

Records Officer Ralph Bohn

12695 Hazardous waste management regulatory records

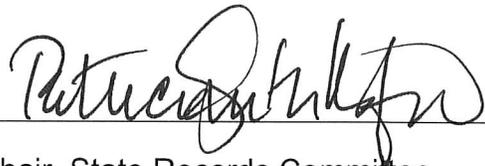
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Executive Secretary
State Records Committee



Chair, State Records Committee

Date:

9/9/2016

Utah State Archives

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 12695

TITLE: Hazardous waste management regulatory records

DATES: 1960-

ARRANGEMENT: Alphabetical by site name thereunder, chronological.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These records support the agency's function to ensure hazardous waste is maintained and disposed of in compliance with existing state and federal laws (40 CFR 256-299, Utah Code 19-6-1(2013), and Utah Administrative Code R315 (2016)). Records document inspections and regulation of hazardous waste, and may include the Environmental Protection Agency identification information, site details, corrective action, risk assessment, inspection, enforcement, and permit records.

RETENTION:

Retain 20 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 20 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Long-term administrative value is due to the agency's need to monitor the environment over decades. Records are also historical because the facilities in these records affect the environment over a long periods of time.

Utah State Archives

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 12695

TITLE: Hazardous waste management regulatory records

(continued)

Final action is defined as the decision of certification. Retention period is based on the general audit requirements and administrative need of the agency.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(1)(2015)