

Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Financial Information Systems
P.O. Box 141031
2110 State Office Building
Salt Lake City, UT 84114-1031
801-538-3092

Records Officer: Mark Smith

30731 System guides

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Van Christensen

Chief Administrative Officer (print)

Van Christensen

Signature

Director

Title

02/15/2024

Date

Utah State Archives

AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 30731

TITLE: System guides

DATES: 1996-

ARRANGEMENT: None.

DESCRIPTION:

This series contains system guides, system analysis, and supporting documentation. Multiple versions of system guides are retained for reference about how each version of the system functioned.

RETENTION:

Retain for 10 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years after superseded and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(12) (2023)

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30732 Interface request forms

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AGENCY: Department of Government Operations. Division of Finance. Financial Information Systems

SERIES: 30732

TITLE: Interface request forms

DATES: 2008-

ARRANGEMENT: None.

DESCRIPTION:

These records document requests to establish FINET transaction uploads be completed as a process.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 30 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public