

Retention and Classification Report

Agency: Office of the State Auditor

P.O. Box 142310
UT State Capitol Complex Suite E310
Salt Lake City, UT 84114
801-538-1025

Records Officer: Mandy Teerlink

31330 Externally managed information system data

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

Tina Cannon

Chief Administrative Officer (print)

Tina M. Cannon

[Tina M. Cannon \(Nov 18, 2025 11:03:40 MST\)](#)

Signature

State Auditor

Title

11/18/2025

Date

Utah State Archives

AGENCY: Office of the State Auditor

SERIES: 31330

TITLE: Externally managed information system data

DATES: 2000-

ARRANGEMENT: Database

DESCRIPTION:

These records are created as a result of the State Auditor's work auditing public accounts. These are external entity records, databases or systems to which Office of State Auditor (OSA) employees can be granted access for information relevant to audits. The Office then processes the records into required formats to achieve audit objectives as described in Utah Code 67-3-1, and 67-3-5. Although these records are externally managed and provided, the OSA may reprocess these records into new formats and information systems used internally by the Office to accomplish audit objectives that require ongoing or continuous audit. Any personal data is used only for legally authorized audit or investigative purposes. Records may include information used in audits and investigations that support workpapers, reports, and other audit related end products. Final action is defined as the last time data is processed by staff.

RETENTION:

Retain for 10 year(s) after final action

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 final action and then delete.

APPRAISAL:

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

Utah State Archives

AGENCY: Office of the State Auditor

SERIES: 31330

TITLE: Externally managed information system data

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305 (10, 11, 13, 16, 26, 27, 36, 51, 79, 84, 85) (2025)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (1)(g, h, and ff) and (2) (2025)