

# General Records Retention Schedule Updates

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Dear Reader,

Records are the memory of government. They contain information on the origin, development, and administration of public policies and programs. Records document and protect the civil, legal, and property rights of private citizens and they define government's obligations. Records are important State resources.

To help in the management of these records, the Utah State Archives has initiated a program to help state agencies create retention schedules for records in their offices. A major aid in this effort is the Utah General Retention Schedule Update. The use of this schedule will help increase productivity, reduce the spiraling costs of information management, and identify documents that will be valuable for future generations.

The success of Utah's records management program depends on the cooperation of each state employee. If you have questions about records, the Utah State Archives is ready to assist you.

Sincerely

A handwritten signature in blue ink that reads "Kenneth R. Williams". The signature is written in a cursive style with a large initial "K".

Kenneth R. Williams  
State Archivist

## Table of Contents

Letter from State Archivist .....	3
General Schedule Update Summary .....	5
State General Retention Schedule Alphabetically .....	7
County General Retention Schedule Alphabetically .....	19
Municipal General Retention Schedule Alphabetically.....	26
School District General Retention Schedule Alphabetically .....	35
State General Retention Schedule Numerically.....	39
County General Retention Schedule Numerically .....	51
Municipal General Retention Schedule Numerically .....	57
School District General Retention Schedule Numerically .....	66
<a href="#"><u>Download Excel File of All Tables</u></a>	
Glossary.....	71

The Utah General Retention Schedules are policies created and maintained by the Utah State Archives which describe a group of like records and stipulate when a record should move through each phase of its life cycle- creation, maintenance and use, and disposition. Retention applies to the maintenance and use phase and specifies the amount of time that governmental entities are required to maintain records before their disposition. Retention is established when records are scheduled. Disposition refers to the final stage of records management, when records are either destroyed or maintained permanently (transferred to Utah State Archives for preservation), depending on their value.

To create a retention schedule, a group of like records are identified and described based on functions. For example, meeting minutes are required by law to be created for all open meetings (Utah Code 52-4-203(2017)). Many governmental entities have open meetings subject to this law and therefore have created meeting minutes. The general retention schedule *Open Meeting Minutes and Public Materials* (State Agency Schedule 1-59) describes these records and specifies the retention and disposition based on their appraisal.

Appraisal is the process of determining the value of records in order to determine how long they need to be kept. There are four appraisal values which may be assigned:

Administrative Value — records used in the conduct of current and/or future administrative business.

Fiscal Value — records required until a financial audit is completed or financial obligations are fulfilled.

Legal Value — records containing evidence of legally enforceable rights or obligations. Also refers to retentions specified by statute, rule, or regulation.

Historical Value — records of enduring historical or other value that warrant continued preservation of records beyond the period required to transact the business of their originating agency or its successor in function.

More than one appraisal value may be assigned. Records determined to have historical value are designated in the general retention schedules with a disposition of ‘permanent’. Records determined to have administrative, fiscal, or legal value have varying retention periods.

In reference to the previous example of meeting minutes, these records have an immediate administrative value because they are used in the conduct of administrative business. Meeting minutes also have historical value because they document decisions made and actions taken by a legislative body. The appraisal of historical value determines the permanent disposition of these records (State Agency Schedule 1-59).

All general retention schedules go through an established creation process which includes researching state and federal laws, soliciting input from identified stakeholders, and passing an internal review. Once a proposed general retention schedule is approved by the stakeholders and internally, it is posted for public review on the State Archives' website, the State Records Committee page on the Public Notice Website, and the State Archives' blog, after which it is submitted to the State Records Committee for consideration. Proposed retention schedules are available for public comment at least two weeks prior to the next State Records Committee meeting. Upon approval from the State Records Committee, general retention schedules are published on the Utah State Archives' website for governmental entities to use.

The State Records Committee has the responsibility to "review and approve schedules for the retention and disposal of records" generated by state and local governmental entities (Utah Code 63G-2-502 (2017)). Records analysts at the State Archives work to develop and update retention schedules, solicit and consider feedback from the agencies involved, and then present the schedules to the State Records Committee for approval. Once a schedule has been approved, it is considered active, and supersedes all previous versions of that schedule. Records analysts at the State Archives then work to realign series-specific schedules to the newly-approved general schedule. If an entity wishes to maintain a record series contrary to a general retention schedule, the records officer will need to work with her/his records analyst to have a series-specific retention schedule approved by the SRC for those records.

Note that the retention provided in the general schedule is not a guideline or recommendation, but a legal requirement. The code says, "the governmental entity shall maintain and destroy records in accordance with the retention schedule" (Utah Code 63A-12-105(3) (a) (ii) (2017)). This suggests that the legal requirement is not only to maintain records for the full length of the approved retention period, but includes a requirement to dispose of records when the approved retention period has expired.

For those governmental entities who adopt the Utah State General Retention Schedule, the retention schedules are to be applied as published (Utah Code 63A-12-105(1)&(2)(a)(2017)).

**State Government Schedules:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-2	Accounts Receivable		X		See state schedule Audited Financial Statements 7-68.
18-6	Admitted Student Application Records	X			Approved September 2017.
18-7	Advising Records	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
2-2	Annual Budget Reports		X		See state schedule Audited Financial Statements 7-68.
19-1	Artifacts	X			Approved December 2016
7-68	Annual Budget Reports		X		See state schedule Audited Financial Statements 7-68.
7-9	Bank Statements		X		See state schedule Audited Financial Statements 7-68.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
2-5	Budget Apportionment Files		X		See state schedule Budget Records 7-67.
2-10	Budget Authorization Records		X		See state schedule Budget Records 7-67.
2-6	Budget Background Records		X		See state schedule Budget Records 7-67.
2-7	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-67	Budget Records	X			Approved December 2016
7-13	Cash Receipts		X		See state schedule Audited Financial Statements 7-68.
17-12	Civil Case Files	X			Approved September 2017.
1-84	Contract Records	X			Created to clarify 13-18.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-15	Cost Accounting Records		X		See state schedule Audited Financial Statements 7-68.
7-16	Cost Report Data Files		X		See state schedule Budget Records 7-67.
18-1	Faculty History Records	X			Approved September 2017.
17-10	Felony Criminal Case Files	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-8	Financial Aid Records	X			Approved September 2017.
7-54	Financial Information Network Non-Payment Records		X		See state schedule Audited Financial Statements 7-68.
7-55	Financial Information Network (FI-NET) Reports		X		See state schedule Budget Records 7-67.
7-25	General Accounting Ledger		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-2	Graduate Student Personnel Records	X			Approved September 2017.
7-70	Grant Records	X			Approved December 2016.
17-13	High Profile Civil Case Files	X			Approved September 2017.
17-9	High Profile Criminal Case Files	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-4	Intellectual Property Records	X			Approved September 2017.
1-86	Investigation Records	X			Approved April 2017.
7-52	Journal Entry Records		X		See state schedule Budget Records 7-67.
18-11	Military and Veteran's Records	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
17-11	Non-Felony Criminal Case Files	X			Approved September 2017.
1-85	Operational Procedure and Guideline Records	X			Approved January 2017
7-33	Petty Cash Records		X		See state schedule Budget Records 7-67.
10-20	Saving Bond Purchase Summary		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
10-22	Schedule Six Position Control Reports		X		See state schedule Budget Records 7-67.
18-5	Sponsored Research Records	X			Approved September 2017.
7-65	State Government Accounts Receivable Records	X			Approved December 2016.
7-40	Stores Invoice Files		X		See state schedule Audited Financial Statements 7-68.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-13	Student Academic Records	X			Approved September 2017.
18-9	Student Athletic Records	X			Approved September 2017.
18-3	Student Employee Records	X			Approved September 2017.
18-10	Student Housing Records	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-12	Student Registration Records	X			Approved September 2017.
1-87	Substance use Disorder Records	X			Approved July 2017.
7-69	Trust Financial Records	X			Approved December 2016

**County Government Schedules:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-1	Annual Budget		X		See state schedule Audited Financial Statements 7-68.
5-3	Annual Financial Reports		X		See state schedule Audited Financial Statements 7-68.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
24-2	Annual Report		X		See state schedule Publications 1-25.
3-2	Apportionment Records		X		See state schedule Budget Records 7-67.
13-8	Auditor's Annual Reports		X		See state schedule Audited Financial Statements 7-68.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
25-3	Birth Certificates		X		See county schedule Vital Records 14-42.
7-2	Budget Authorization Reference Files		X		See state schedule Budget Records 7-67.
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-4	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.
5-5	Budget Information Files		X		See state schedule Budget Records 7-67.
5-6	Budget Working Files		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
20-7	Contract Billings		X		This schedule now falls under Contract Records SG 1-84.
7-35	Local Government Accounts Payable and Receivable Records	X			Approved December 2016
24-12	Patron Assistance Publications		X		See state schedule Publications 1-25.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-8	Periodic Budget Reports		X		See state schedule Budget Records 7-67.
5-9	Regular Budget Reports		X		See state schedule Budget Records 7-67.
19-14	Senior Center Annual Report		X		See state schedule Publications 1-25.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-7	Tentative Budget Files		X		See state schedule Budget Records 7-67.

## Municipal Government Schedules:

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-1	Accounts Payable		X		See county schedule Local Government Accounts Payable Records 5-35.
5-2	Accounts Receivable		X		See county schedule Local Government Accounts Payable Records 5-35.
5-3	Accounts Receivable Invoices		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-1	Annual Budget		X		See state schedule Audited Financial Statements 7-68.
5-6	Bank Deposit (Pass) Books		X		See county schedule Local Government Accounts Payable Records 5-35.
5-7	Bank Statements		X		See county schedule Local Government Accounts Payable Records 5-35.
3-2	Budget Apportionment Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.
3-4	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.
3-5	Budget Information Files		X		See state schedule Budget Records 7-67.
3-6	Budget Message		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-9	Budget Working Files		X		See state schedule Budget Records 7-67.
5-9	Check Registers		X		See county schedule Local Government Accounts Payable Records 5-35.
5-32	Checkbook Stubs		X		See county schedule Local Government Accounts Payable Records 5-35.
5-10	Daily Cash Reports		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-11	Deposit Slips		X		See county schedule Local Government Accounts Payable Records 5-35.
5-12	General Ledgers		X		See county schedule Local Government Accounts Payable Records 5-35.
1-9	Grant Files Original Applications		X		See state schedule Grant Records 7-70 or Publications 1-25.
5-13	Interdepartmental Billings		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-14	Investment Accounting Daily Sheets		X		See county schedule Local Government Accounts Payable Records 5-35.
3-7	Periodic Budget Reports		X		See state schedule Budget Records 7-67.
5-16	Receipts		X		See county schedule Local Government Accounts Payable Records 5-35.
5-17	Refund Request		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-10	Regular Budget Reports		X		See state schedule Budget Records 7-67.
5-35	State Treasurer's Deposits		X		See county schedule Local Government Accounts Payable Records 5-35.
5-20	Subsidiary Ledger and Journals Files		X		See county schedule Local Government Accounts Payable Records 5-35.
3-8	Tentative Budget Files		X		See state schedule Budget Records 7-67.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-26	Warrant Registers		X		See county schedule Local Government Accounts Payable Records 5-35.
5-27	Warrant Requests		X		See county schedule Local Government Accounts Payable Records 5-35.
5-28	Warrant Requests Canceled		X		See county schedule Local Government Accounts Payable Records 5-35.
5-30	Warrant/Checks – Lost		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-29	Warrant/Checks – Redeemed		X		See county schedule Local Government Accounts Payable Records 5-35.

### School District Schedules:

	Schedule Name	New or Updated	Cross-walked	Obsolete	Notes
3-2	Budget Appointment Records		X		See state schedule Budget Records 7-67.
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.
3-4	Budget Information Files		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-5	Budget Working Files		X		See state schedule Budget Records 7-67.
14-10	Contract Negotiation Records		X		See state schedule Contract Records 1-84.
4-2	Disposition Records		X		See county schedule Fixed Asset Records 4-6.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
4-4	Fixed Asset Lists		X		See county schedule Fixed Asset Records 4-6.
2-6	General Obligation Bonds		X		See state schedule Bonds, Notes & Interest Payments 7-12.
17-32	Graduation and Transcripts	X			Retention updated September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
14-20	Salary Schedules		X		See state schedule Payroll Processing Records 10-30 or Payroll Post Processing Records 10-31.
4-5	Surplus Property Case Files		X		See county schedule Fixed Asset Records 4-6.
3-8	Uniform School Budget Report (F-16)		X		See state schedule Budget Records 7-67.

**State Government Schedules in Numerical Order:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
1-84	Contract Records	X			Created to clarify 13-18.
1-85	Operational Procedure and Guideline Records	X			Approved January 2017.
1-86	Investigation Records	X			Approved April 2017.
1-87	Substance use Disorder Records	X			Approved July 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
2-2	Annual Budget Reports		X		See state schedule Audited Financial Statements 7-68.
2-5	Budget Apportionment Files		X		See state schedule Budget Records 7-67.
2-6	Budget Background Records		X		See state schedule Budget Records 7-67.
2-7	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
2-10	Budget Authorization Records		X		See state schedule Budget Records 7-67.
7-2	Accounts Receivable		X		See state schedule Audited Financial Statements 7-68.
7-9	Bank Statements		X		See state schedule Audited Financial Statements 7-68.
7-13	Cash Receipts		X		See state schedule Audited Financial Statements 7-68.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-15	Cost Accounting Records		X		See state schedule Audited Financial Statements 7-68.
7-16	Cost Report Data Files		X		See state schedule Budget Records 7-67.
7-25	General Accounting Ledger		X		See state schedule Budget Records 7-67.
7-33	Petty Cash Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-40	Stores Invoice Files		X		See state schedule Audited Financial Statements 7-68.
7-52	Journal Entry Records		X		See state schedule Budget Records 7-67.
7-54	Financial Information Network Non-Payment Records		X		See state schedule Audited Financial Statements 7-68.
7-55	Financial Information Network (FI-NET) Reports		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-65	State Government Accounts Receivable Records	X			Approved December 2016.
7-67	Budget Records	X			Approved December 2016.
7-68	Audited Financial Statements	X			Approved December 2016.
7-69	Trust Financial Records	X			Approved December 2016

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
7-70	Grant Records	X			Approved December 2016.
10-20	Saving Bond Purchase Summary		X		See state schedule Budget Records 7-67.
10-22	Schedule Six Position Control Reports		X		See state schedule Budget Records 7-67.
17-9	High Profile Criminal Case Files	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
17-10	Felony Criminal Case Files	X			Approved September 2017.
17-11	Non-Felony Criminal Case Files	X			Approved September 2017.
17-12	Civil Case Files	X			Approved September 2017.
17-13	High Profile Civil Case Files	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-1	Faculty History Records	X			Approved September 2017.
18-2	Graduate Student Personnel Records	X			Approved September 2017.
18-3	Student Employee Records	X			Approved September 2017.
18-4	Intellectual Property Records	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-5	Sponsored Research Records	X			Approved September 2017.
18-6	Admitted Student Application Records	X			Approved September 2017.
18-7	Advising Records	X			Approved September 2017.
18-8	Financial Aid Records	X			Approved September 2017.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-9	Student Athletic Records	X			Approved September 2017.
18-10	Student Housing Records	X			Approved September 2017.
18-11	Military and Veteran's Records	X			Approved September 2017.
18-12	Student Registration Records	X			Approved September 2017.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
18-13	Student Academic Records	X			Approved September 2017.
19-1	Artifacts	X			Approved December 2016.

**County Government Schedules in Numerical Order:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-1	Annual Budget		X		See state schedule Audited Financial Statements 7-68.
3-2	Annual Financial Reports		X		See state schedule Budget Records 7-67.
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-4	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.
5-3	Annual Financial Reports		X		See state schedule Audited Financial Statements 7-68.
5-5	Budget Information Files		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-6	Budget Working Files		X		See state schedule Budget Records 7-67.
5-7	Tentative Budget Files		X		See state schedule Budget Records 7-67.
5-8	Periodic Budget Reports		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-9	Regular Budget Reports		X		See state schedule Budget Records 7-67.
7-2	Budget Authorization Reference Files		X		See state schedule Budget Records 7-67.
7-35	Local Government Accounts Payable and Receivable Records	X			Approved December 2016

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
13-8	Auditor's Annual Reports		X		See state schedule Audited Financial Statements 7-68.
20-7	Contract Billings		X		This schedule now falls under Contract Records SG 1-84.
24-2	Annual Report		X		See state schedule Publications 1-25.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
24-12	Patron Assistance Publications		X		See state schedule Publications 1-25.
25-3	Birth Certificates		X		See county schedule Vital Records 14-42.



**Municipal Schedules in Numerical Order:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
1-9	Grant Files Original Applications		X		See state schedule Grant Records 7-70 or Publications 1-25.
3-1	Annual Budget		X		See state schedule Audited Financial Statements 7-68.
3-2	Budget Apportionment Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.
3-4	Budget Estimates and Justification Files		X		See state schedule Budget Records 7-67.
3-5	Budget Information Files		X		See state schedule Budget Records 7-67.
3-6	Budget Message		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-7	Periodic Budget Reports		X		See state schedule Budget Records 7-67.
3-8	Tentative Budget Files		X		See state schedule Budget Records 7-67.
3-9	Budget Working Files		X		See state schedule Budget Records 7-67.
3-10	Regular Budget Reports		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-1	Accounts Payable		X		See county schedule Local Government Accounts Payable Records 5-35.
5-2	Accounts Receivable		X		See county schedule Local Government Accounts Payable Records 5-35.
5-3	Accounts Receivable Invoices		X		See county schedule Local Government Accounts Payable Records 5-35.
5-6	Bank Deposit (Pass) Books		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-7	Bank Statements		X		See county schedule Local Government Accounts Payable Records 5-35.
5-9	Check Registers		X		See county schedule Local Government Accounts Payable Records 5-35.
5-10	Daily Cash Reports		X		See county schedule Local Government Accounts Payable Records 5-35.
5-11	Deposit Slips		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-12	General Ledgers		X		See county schedule Local Government Accounts Payable Records 5-35.
5-13	Interdepartmental Billings		X		See county schedule Local Government Accounts Payable Records 5-35.
5-14	Investment Accounting Daily Sheets		X		See county schedule Local Government Accounts Payable Records 5-35.
5-16	Receipts		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-17	Refund Request		X		See county schedule Local Government Accounts Payable Records 5-35.
5-20	Subsidiary Ledger and Journals Files		X		See county schedule Local Government Accounts Payable Records 5-35.
5-26	Warrant Registers		X		See county schedule Local Government Accounts Payable Records 5-35.
5-27	Warrant Requests		X		See county schedule Local Government Accounts Payable Records 5-35.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-28	Warrant Requests Canceled		X		See county schedule Local Government Accounts Payable Records 5-35.
5-29	Warrant/Checks – Redeemed		X		See county schedule Local Government Accounts Payable Records 5-35.
5-30	Warrant/Checks – Lost		X		See county schedule Local Government Accounts Payable Records 5-35.
5-32	Checkbook Stubs		X		See county schedule Local Government Accounts Payable Records 5-35.



	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-35	State Treasurer's Deposits		X		See county schedule Local Government Accounts Payable Records 5-35.

**School District Schedules in Numerical Order:**

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
2-6	General Obligation Bonds		X		See state schedule Bonds, Notes & Interest Payments 7-12.
3-2	Budget Appointment Records		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-3	Budget Background Records		X		See state schedule Budget Records 7-67.
3-4	Budget Information Files		X		See state schedule Budget Records 7-67.
3-5	Budget Working Files		X		See state schedule Budget Records 7-67.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
3-8	Uniform School Budget Report (F-16)		X		See state schedule Budget Records 7-67.
4-2	Disposition Records		X		See county schedule Fixed Asset Records 4-6.
4-4	Fixed Asset Lists		X		See county schedule Fixed Asset Records 4-6.

	<b>Schedule Name</b>	<b>New or Updated</b>	<b>Cross-walked</b>	<b>Obsolete</b>	<b>Notes</b>
5-5	Surplus Property Case Files		X		See county schedule Fixed Asset Records 4-6.
14-10	Contract Negotiation Records		X		See state schedule Contract Records 1-84.
17-32	Graduation and Transcripts	X			Retention updated September 2017.
14-20	Salary Schedules		X		See state schedule Payroll Processing Records 10-30 or Payroll Post Processing Records 10-31.

## **Glossary:**

### **Administrative Value**

In appraisal, the usefulness of records for the conduct of current and/or future administrative business needs.

### **Appraisal**

The process of determining the value and thus the disposition of records based on their current administrative, fiscal, & legal value; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.

### **Crosswalk**

The moving of an obsolete retention schedule under an updated retention schedule.

### **Disposition**

The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival repository, retain permanently in the agency, or destruction, are among possible disposition actions.

### **Evidential Value**

In appraisal, the value of a record that documents the activities of an organization or agency.

### **Fiscal Value**

In appraisal, records required until a financial audit is completed or financial obligations are fulfilled.

### **General Schedule**

Retention schedule which specifies the approved disposition of certain series of general records common to many agencies and serves as a model for agencies to evaluate similar record series.

### **Historical Value**

In appraisal, the value that documents the history of an organization. Sometimes referred to as archival, continuing, or enduring value. Secondary Historical Value does not document the history of an organization, but recognizes a record containing information that is useful for conducting historical research.

### **Informational Value**

In appraisal, the value of a record that provides unique and permanent information for purposes of research.

**Legal Value**

In appraisal, the usefulness of records containing evidence of legally enforceable rights or obligations. Also refers to retentions specified by statute, rule, or regulation.

**Permanent Records**

Indicates a disposition other than destroy. Specifically, records would either be transferred to the State Archives or maintained permanently in office. These records need continued retention due to their long-term administrative, legal, fiscal, or historical value.

**Record Copy**

The original file copy of a record series maintained by the creating agency, sometimes referred to as the designated original or blue-ribbon copy.

**Record Series**

A group of identical or related records, files, documents and/or other media created by one agency that are normally used, indexed, or filed together, and that permit evaluation as a unit for retention and disposition purposes.

**Records**

All books, papers, letters, documents, maps, plans, photographs, sound recordings, management information systems, or other documentary materials, regardless of physical form or characteristics, made or received, and retained by any public office under state law or in connection with the transaction of public business by the offices, agencies, and institutions of the state and its counties, municipalities, and other political subdivisions.

**Retention Period**

The period of time during which records are kept in the custody of the creating agency (including Records Center storage) before disposition occurs; usually in terms of years or contingent upon an event, such as an audit.

**Retention Schedule**

A list or other instrument describing record series and their minimum retention periods.

**Schedule**

Used as a verb, means to establish retention periods for current records and provide for proper disposition at the end of their active use.