

Retention and Classification Report

Agency: Bountiful (Utah) (110)

790 South 100 East
Bountiful, UT 84010
801-298-6140

Records Officer: _____

85233	Balance sheets
29234	Bountiful Ordinance
29362	Budgets
85151	Building permits
13049	Business license applications
84974	City Council minutes
24942	Drug test negative results
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04483	Individual payroll records
29236	Ordinances
22970	Payroll register, history and related files

AGENCY: Bountiful (Utah)

SERIES: 85233

3

TITLE: Balance sheets

DATES: i 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

Balance sheets for city personnel. Each sheet list expenditures by specific fund and shows total amount paid out for the time specified.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

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

AGENCY: Bountiful (Utah)

SERIES: 29234

1

TITLE: Bountiful Ordinance

DATES: 2015-

ARRANGEMENT:

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

RETENTION:

Permanent. Retain

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

AGENCY: Bountiful (Utah)

SERIES: 29362

3

TITLE: Budgets

DATES: 2007-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year.
It documents the actual spending of a governmental entity and may
be certified by a budget officer and filed with the state
auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited
financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Bountiful (Utah)

SERIES: 85151

4

TITLE: Building permits

DATES: i 1965-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Bountiful (Utah)

SERIES: 85151

TITLE: Building permits

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Bountiful (Utah)

SERIES: 13049

3

TITLE: Business license applications

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Bountiful (Utah)

SERIES: 84974

4

TITLE: City Council minutes

DATES: i 1899-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to establish city resolutions, prescribe rules and regulations consistent with State law, and to execute all other assigned responsibilities in an open and efficient manner (Bountiful Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Microfilm master: For records beginning in 1899 through 1977.
Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1899 through 2015. Retain in
State Archives permanently with authority to weed.

Computer data files: For records beginning in 1899 and continuing
to the present. Retain in Office for 10 years.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the
decisions and actions of a municipal government.

AGENCY: Bountiful (Utah)
SERIES: 84974
TITLE: City Council minutes

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Bountiful (Utah)

SERIES: 24942

1

TITLE: Drug test negative results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 24362

1

TITLE: Drug test positive results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after disciplinary action moved to personnel file or until administrative need ends whichever is shorter and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 4483

3

TITLE: Individual payroll records

DATES: 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Bountiful (Utah)

SERIES: 29236

3

TITLE: Ordinances

DATES: 2015-

ARRANGEMENT: n/a

DESCRIPTION:

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: Bountiful (Utah)

SERIES: 22970

1

TITLE: Payroll register, history and related files

DATES: 1952-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

APPRAISAL:

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

AGENCY: Bountiful (Utah)

SERIES: 22970

TITLE: Payroll register, history and related files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)