

Retention and Classification Report

Agency: Davis County (Utah). County Treasurer (267)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

11296	Bank account balance and reconciliation
24283	Bankruptcy files
27742	Cancelled checks
11304	Daily deposit slips
11305	Duplicate tax notice
11303	Monthly budget report
11309	Monthly investments and accounts
85265	Receipts
11316	Returned check collections and notices
11317	Returned tax notices
06030	Tax assessment rolls
11322	Tax assessment rolls index
11321	Tax receipts
07137	Tax redemption certificates and state assessed properties

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11296

3

TITLE: Bank account balance and reconciliation

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Treasurer

SERIES: 24283

1

TITLE: Bankruptcy files

DATES: 1984-

ARRANGEMENT: Alphabetical by taxpayer's name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document Davis County taxpayers who declared bankruptcy. They are used to determine whether the county is owed money and the amount owed. A proof of claim is filed if the County is owed money. The files include copies of notices of bankruptcies, proofs of claims, plans, reorganizations, dismissals and discharges. The official bankruptcy files are maintained by the courts. The county treasurer's files contain a disclaimer indicating they may be incomplete.

RETENTION:

Retain for 5 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 copy: Retain in Office for 5 years after discharge or dismissal and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary value to the agency to meet the five years property tax requirements. These records must also be kept until all payments are made or the debt has been discharged. According to 11 U. S. C. 1322(c) (1989), "the plan may not provide for payments over a period that is longer than 3 years, unless the court approves a longer period, but the court may not approve a period that is longer than 5 years."

AGENCY: Davis County (Utah). County Treasurer

SERIES: 24283

TITLE: Bankruptcy files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Treasurer

SERIES: 27742

3

TITLE: Cancelled checks

DATES: 1980-

ARRANGEMENT: Chronologically by month - then numerical by check number

DESCRIPTION:

Copies of cancelled checks are kept primarily for audit purposes, and for reconciling any discrepancies in accounting. Cancelled checks have the County's mailing information, check number, account number, amount paid, payee's name, and can include the payee's address.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Retained 4 years for audits.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 27742

TITLE: Cancelled checks

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305

SECONDARY DESIGNATION(S):

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11304

3

TITLE: Daily deposit slips

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into county accounts. Includes supporting documentation to the batch.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 51-7-10

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2021.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11305

1

TITLE: Duplicate tax notice

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This file contains "duplicates" tax notices which are sent to taxpayers. They are used for reference purposes. Each notice includes "the kind and value of property assessed to the taxpayer; the street address of the property, where applicable; and the amount of tax levied" (UCA 59-2-1317(2a) (1995)). The notice shall also "set out the aggregate amount of taxes to be paid for the state, county, city, town, school, and other purposes" (UCA 59-2-1317(2b) (1994)).

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.

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11303

3

TITLE: Monthly budget report

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report documents monthly department expenditures, revenues, and budget status. It is used to create annual reports. It includes date, department code, account, month's expenditure, year-to-date expenditures, percentage used, encumbrances at month's end, total expenditures and encumbrances, annual budget, appropriation balance, percentage used, personnel totals, operations totals, other expense totals, allocated totals, payroll totals, and department totals.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11303

TITLE: Monthly budget report

(continued)

PRIMARY DESIGNATION:

Public

UCA 51-7-10

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11309

3

TITLE: Monthly investments and accounts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

PRIMARY DESIGNATION:

Public UCA 51-7-10, 63G-2-301(1)(g)

AGENCY: Davis County (Utah). County Treasurer

SERIES: 85265

3

TITLE: Receipts

DATES: i 1959-

ARRANGEMENT: Chronological, thereunder by receipt number

DESCRIPTION:

Money collected by the county is acknowledged by a receipt which list the name of the person making the payment, date, and the amount received. Revenue is generated by the collection of taxes, cemetery fees, business license fees, and county fines or penalties.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 4 years and then delete.

Paper: For records prior to and including 2009. Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11316

3

TITLE: Returned check collections and notices

DATES: ca.1930-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document attempts to collect and process the collection of returned checks. They include bank notices notifying county treasurer of returned check (date, reason, name account drawn, account number, reference number and amount, treasurer's name and account number) and a returned check notification (including date, name and address, debtor name, name, account number, last activity amount, number of accounts assigned and total dollar amount assigned).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

This disposition is based on based on the administrative needs expressed by the office.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11316

TITLE: Returned check collections and notices

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11317

3

TITLE: Returned tax notices

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This file contains tax notices which were mailed to taxpayers, but were returned from the post office as undeliverable. They are used to document the mailing and nonreceipt of the original tax notices.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Treasurer

SERIES: 6030

4

TITLE: Tax assessment rolls

DATES: i 1870-

ARRANGEMENT: Chronological

DESCRIPTION:

The county treasurer records tax assessments given to individuals and businesses on a yearly basis. The rolls include date, owner's name and address, location and description of property, total evaluation, assessed valuation, total exemptions, and amount due. These records document real property assessments and payments.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office until microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

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

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office until microfilmed and then delete provided microfilm has passed inspection.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 6030

TITLE: Tax assessment rolls

(continued)

APPRAISAL:

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

Tax assessment rolls identify property owners and taxes due by year. They are important historical records of property values as well as a means of documenting the names of persons who lived in and owned property in the county.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11322

3

TITLE: Tax assessment rolls index

DATES: undated

ARRANGEMENT: undated

DESCRIPTION:

This index is a listing of all property owners in the county.
"Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: For records prior to and including 2010. Retain in Office permanently after being microfilmed.

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

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

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office permanently.

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11322

TITLE: Tax assessment rolls index

(continued)

PRIMARY DESIGNATION:

Public UCA 51-7-10, 63G-2-301(1)(g)

AGENCY: Davis County (Utah). County Treasurer

SERIES: 11321

3

TITLE: Tax receipts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Treasurer

SERIES: 7137

3

TITLE: Tax redemption certificates and state assessed properties

DATES: 1938-

ARRANGEMENT: Numerical by redemption number

DESCRIPTION:

these are certificates issued for money received in payment of delinquent real property taxes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office for 5 years and then microfilm and delete provided microfilm has passed inspection.

PRIMARY DESIGNATION:

Public UCA 51-7-10