Retention and Classification Report

Agency: Ogden (Utah). City Treasurer (733)

2549 Washington Blvd.
Ogden, UT 84401
801-629-8000

Records Officer: _____

84451	Building rental agreements
17159	Special assessments journals
05731	Special taxes to be refunded list
05669	Tax receipts
22924	Vouchers

AGENCY: Ogden (Utah). City Treasurer

SERIES: 84451 3
TITLE: Building rental agreements
DATES: 1970-
ARRANGEMENT: none
DESCRIPTION:

These are agreements between citizens to the use of public schools for community activities during non-school hours.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 17159 3
TITLE: Special assessments journals
DATES: 1929-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

One volume accessioned by the archives, 1929-1962.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5731 3
TITLE: Special taxes to be refunded list
DATES: 1905-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Includes correspondence and reports of special taxes to be refunded for Ogden City projects.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This retention is based on the historical value of these volumes to document property and special taxes.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Treasurer

SERIES: 5669 3
TITLE: Tax receipts
DATES: 1959-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain for 3 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

AGENCY: Ogden (Utah). City Treasurer

SERIES: 22924 1
TITLE: Vouchers
DATES: 1963-
ARRANGEMENT: Chronological by date
DESCRIPTION:

This is an official authorization to pay on a claim or bill.
Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION:

Retain for 4 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 4 years and then destroy.

PRIMARY DESIGNATION:

Public