

## Retention and Classification Report

**Agency:** West Valley City (Utah). Finance Department (1347)

West Valley City Hall  
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West Valley City, UT 84119  
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**Records Officer:** \_\_\_\_\_

06813	Accounts payable files
85250	Bids and quotes
82803	Business license file
85270	Cash receipts
84386	Deductions and other earnings register
84387	General ledgers
13280	Journal entries
10251	License registers
17176	Official correspondence
10020	Payroll files
06812	Payroll-time sheets
85271	Witness and jury pay vouchers

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6813

3

**TITLE:** Accounts payable files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by vendor's name

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**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.

Microfilm master: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85250

3

**TITLE:** Bids and quotes

**DATES:** 1980-

**ARRANGEMENT:** chronological, thereunder numerical by bid number

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 82803

3

**TITLE:** Business license file

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name of business

**DESCRIPTION:**

These files are used for licensing businesses in West Valley City as required by city ordinance. These files contain an application for a business license, inspection reports, and related correspondence. The application includes: the name of the business; address, phone number, and address; name of applicant, name, address, phone number, and social security number; emergency phone number; type of organization; description of business; license number; fees paid; signature of applicant; whether license granted; signatures of licensing official and the city treasurer, licensing official and the city treasurer.

**RETENTION:**

Permanent. Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 82803

**TITLE:** Business license file

(continued)

**APPRAISAL:**

These records have administrative value(s).

This retention is based upon the Municipal Financial General Records Retention Schedule (1985) and the administrative needs expressed by the division.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85270

3

**TITLE:** Cash receipts

**DATES:** 1980-

**ARRANGEMENT:** Numerical by receipt number

**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:** West Valley City (Utah). Finance Department

**SERIES:** 84386

3

**TITLE:** Deductions and other earnings register

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 84387

3

**TITLE:** General ledgers

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

Computer generated general ledger reports for West Valley City. Some of the reports include: appropriations report, expenditures and encumbrances ledger, check warrant register, vendor lists, outstanding encumbrances report, and revenue report.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfilm master: Retain in Archives for 4 years and then destroy.

Microfilm duplicate: Retain in Archives for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This retention is based on the Municipal Financial General Records Retention Schedule (3/89).



**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 13280

3

**TITLE:** Journal entries

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain for 10 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.

Microfilm master: Retain in Archives for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10251

1

**TITLE:** License registers

**DATES:** 1980-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

**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:**

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

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 17176

1

**TITLE:** Official correspondence

**DATES:** 1986-

**ARRANGEMENT:** Alphanumerical by department/division/date

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

these files contain the program correspondence for the Finance Department. They document the actions of this office.

**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:**

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

Microfilm master: Retain in State Archives permanently.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10020

3

**TITLE:** Payroll files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

**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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6812

3

**TITLE:** Payroll-time sheets

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85271

3

**TITLE:** Witness and jury pay vouchers

**DATES:** 1980-

**ARRANGEMENT:** Numerical by voucher number

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**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