Retention and Classification Report

Agency: Wayne County (Utah). County Auditor (1357)

Wayne County Courthouse
18 South Main, P.O. Box 189
Loa, UT 84747

Records Officer: _____

05060	Annual reports
29456	Budget

AGENCY: Wayne County (Utah). County Auditor

SERIES: 5060 3
TITLE: Annual reports
DATES: 1932-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

These are the official public financial reports of budget accounts and expenditures for Wayne County. The county auditor is required within 180 days after the close of each fiscal year to "prepare and make available" to county commissioners an annual financial report (UCA 17-36-37 (1995)). Copies of this report are filed with the state auditor.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

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

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

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Wayne County (Utah). County Auditor

SERIES: 5060
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wayne County (Utah). County Auditor

SERIES: 29456 3
TITLE: Budget
DATES: 2016-
ARRANGEMENT: none
DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

APPRAISAL:

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