

Retention and Classification Report

Agency: Salt Lake County Service Area #3 (Utah) (2148)

P.O. Box 920067
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Records Officer: _____

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AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27933

3

TITLE: Annual budgets

DATES: 1995-

ARRANGEMENT: Chronologically

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Permanent. Retain for 7 year(s)

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 for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27935

3

TITLE: Audit reports

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by auditors for entities by examining and verifying the entities' financial activities for the year.

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27926

3

TITLE: Board of trustees meeting minutes

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

Minutes of open and closed committee and board meetings as required by UCA 52-4-203 (2014), et seq. "Written minutes shall be kept of all open meetings" UCA 52-4-203 (2013). May include agenda, meeting minutes, transcripts, and other supporting documentation.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently and then may and transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the decisions and activities of the board of trustees.

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27926

TITLE: Board of trustees meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27928

1

TITLE: Board of trustees oaths of office

DATES: 1975-

ARRANGEMENT: chronological

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s).
All oaths and bonds have historical value for counties.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27938

3

TITLE: Bond issue files

DATES: 1985-

ARRANGEMENT: chronologica

DESCRIPTION:

These files document the implementation of significant county bonds (i.e., revenue or special bonds), but not general obligation bonds. These files includes authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of county indebtedness.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27937

3

TITLE: Facility tour and demonstration waivers

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are release waivers for individuals who wish to take a tour of the water treatment facility. The release includes a list of risks involved in the tour: travel through underground tunnels, slick floors, exposure to water-system components, and mine tunnel hazards such as falling rocks, obstructions or obstacles, and associated lighting and/or ventilation hazards. The forms provide space for the participant to fill in their name, and provide a date and signature. The forms also include a space for the individual giving the tour to sign the form. The body of the form releases the entity from any harm or litigation that might arise as a result of the tour.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recreational activity release records, GRS-644.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27937

TITLE: Facility tour and demonstration waivers

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27956

3

TITLE: Inactive personnel files

DATES: 1978-

ARRANGEMENT: alphabetical by last name

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files are the official employment files for inactive service area employees and usually include the original employment application, resumes, W-4 forms, personal information, time sheets, and Utah Retirement Systems and other investment information.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27956

TITLE: Inactive personnel files

(continued)

PRIMARY DESIGNATION:

Private

63G-2-302

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27929

3

TITLE: Maps and plans for area's water resources

DATES: 1970-

ARRANGEMENT: By subject -- topographical and area maps, utilities, construction, and mining claims.

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

RETENTION:

Permanent. Retain for 8 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cartographic records, GRS-1747.

AUTHORIZED: 11-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).
Historic copies of maps and plans.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27936

3

TITLE: Personnel files

DATES: 1978-

ARRANGEMENT: alphabetical by employee surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Complete work history of an individual (excluding medical/psychological information) while employed by the State. Refer to UCA 67-18-1 (2005), et seq. and DHRM rules on accessing, maintaining, and managing employee personnel files. The employee's personnel file shall be considered a supplement to the DHRM computerized file and shall be subject to the rules governing personnel files. When an employee transfers to another state agency, the employee's personnel file must be sent to the new agency. The file typically includes applications for employment, career mobility documents, Memorandums of Understanding (MOU), Employment Eligibility Certification records, Form 1-9 and other documents required by the U.S. Citizenship and Immigration Services; employee signed overtime agreements, personnel actions, corrective action plans, notices of disciplinary action, new employee orientation form checklists, performance plans and evaluations, letters of appreciation/commendation, separation and leave without pay records, employee benefits notification forms for PEHP and URS; references, copies of transcripts, training certifications or preparations, copies of items recorded in the DHRM computerized file, leave and time records; copies of any documents affecting the employee's conduct, status or salary, etc. Files for both active and inactive employees are included.

RETENTION:

Retain for 3 year(s) after separation or

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27936

TITLE: Personnel files

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then transfer to State Records Center. Retain in State Records Center for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
These records document employees personnel records

PRIMARY DESIGNATION:

Private 63G-2-302

AGENCY: Salt Lake County Service Area #3 (Utah)

SERIES: 27934

3

TITLE: Resolutions

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the board. They perform the same function as an ordinance.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

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:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical, and/or legal value(s).
Resolutions document the history of the board

PRIMARY DESIGNATION:

Public