

Retention and Classification Report

Agency: Davis County (Utah). Valley View Golf Course (Layton) (2494)

Valley View Golf Course
2501 East Gentile
Layton, UT 84040
801-546-1630

Records Officer: _____

27871 Golf course receipts

AGENCY: Davis County (Utah). Valley View Golf Course (Layton)

SERIES: 27871

3

TITLE: Golf course receipts

DATES: 2009-

ARRANGEMENT: chronological by date, thereunder by transaction number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Davis County operates two county-owned golf courses. These receipts are issued for money received into county golf course accounts. Copies of these receipts are issued to patrons as proof of funds received and are maintained by the county for audit purposes. Information includes name, date of payment, code identifying type of transaction, transaction number, amount paid, and form of payment.

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:

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

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Davis County (Utah). Valley View Golf Course (Layton)

SERIES: 27871

TITLE: Golf course receipts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private