Retention and Classification Report

Agency: Logan (Utah). Finance (2982)

PO Box 527
255 N Main
Logan, UT 84323-0527
435 750-9800

Records Officer: _____

22715	Budget working papers
22714	Daily cash report
22717	Merit employee performance-related records
22713	Receipt books
22774	Successful bid proposals
22773	Unsuccessful bid proposals

AGENCY: Logan (Utah). Finance

SERIES: 22715 3
TITLE: Budget working papers
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION:

Retain for 2 year(s)

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:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Finance

SERIES: 22715
TITLE: Budget working papers

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Logan (Utah). Finance

SERIES: 22714 3
TITLE: Daily cash report
DATES: 1997-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Finance

SERIES: 22717 3
TITLE: Merit employee performance-related records
DATES: 1998-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Logan (Utah). Finance

SERIES: 22713 3
TITLE: Receipt books
DATES: undated
ARRANGEMENT: Chronological
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.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Finance

SERIES: 22774 3
TITLE: Successful bid proposals
DATES: 1999-
ARRANGEMENT: Alphabetical by item, thereunder alphabetical by vendor
ANNUAL ACCUMULATION: 0.30 cubic feet.
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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Logan (Utah). Finance

SERIES: 22773 3
TITLE: Unsuccessful bid proposals
DATES: 1999-
ARRANGEMENT: Alphabetical by item, there under alphabetical by vendor
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public