

Retention and Classification Report

Agency: Salt Lake City (Utah). City Auditor (1003)

Records Officer

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AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

3

TITLE: Annual financial reports

DATES: 1914-

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

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

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal Historical

This disposition is based on the value of these records in documenting the city's financial results and activities.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

TITLE: Annual financial reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 24917

3

TITLE: Appropriation budget

DATES: 1928-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

'Estimating the anticipated revenues and providing for the support of the government of the Salt Lake City Corporation,' this series contains the report produced annually by the Board of Estimate and Apportionment, which included the City Auditor. The intent of the report was to estimate the amount of monies needed to fund various city departments and programs for the coming year. Sections include an index, letter of transmittal, the actual tables of figures (often with budget numbers for each program), followed by a certification by the City Recorder.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 02/04/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83294

3

TITLE: Bill register

DATES: 1908-1912.

ARRANGEMENT: Chronological

DESCRIPTION:

This volume records bills bills charged to the city to be paid by the auditor. It is labeled "1". It contains: date, line number; bill number; from; address; department billed; department number; account; amount of bill; date collected; amount divided by fund account (contingent, irrigation and water supply, water works; streets and sidewalks; miscellaneous, etc.), and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

This volume is obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83297

3

TITLE: Cash books

DATES: 1904-1906.

ARRANGEMENT: Chronological

DESCRIPTION:

This volume records the cash payment received by the city auditors. It contains: date (year, month, date); purchase order number; amount; date; name of payer; and credit.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

This volume is obsolete and should be destroyed. This volume is obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4944

3

TITLE: City-county building public safety report

DATES: undated.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 36.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83287

3

TITLE: Disbursement journal

DATES: 1903-1904.

ARRANGEMENT: Chronological

DESCRIPTION:

These two volumes record the municipal expenditures departments. The first volume is labeled "Journal 1" and covers the year 1903-1904. It contains the name of department; year and month; fund (maintenance, furniture equipment, conference travel, and building improvements. The second volume is labeled "Journal E" and is for 1904. It contains: the date; warrant number; amount; purpose; totals; subtotals; and grand totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These volumes are obsolete and should be destroyed in accordance with the general retention schedule for municipal records (9/85).

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4655

3

TITLE: Ledger

DATES: i 1859-1864.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

This ledger shows date of transaction, name, purpose (tax, road tax, license, liquor, etc.) and amount of debit or credit.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical

An early surviving ledger with some detail of city expenditures.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20086

3

TITLE: Outside business or agencies audit working papers

DATES: 1992-2016.

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These are the working papers for financial audits performed on businesses or agencies that conduct business with and within Salt Lake City. They are used for reference purposes and to determine how an audit was undertaken. They include spreadsheets, copies of source documents, memoranda, and audit notes.

RETENTION:

Retain 1 year after completion of next agency audit report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 18.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after completion of next agency audit report and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2016.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

3

TITLE: Outside businesses and agencies final audit reports

DATES: 1992-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These are financial audits performed on businesses and agencies that conduct business with and within Salt Lake City (i.e., utilities, car rentals, hotels, motels, restaurants) and who pay taxes and revenue to Salt Lake City.

RETENTION:

Retain 6 years or until imaged.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years or until imaged and then transfer to State Archives with authority to weed.

Optical disks: Retain in Office permanently.

APPRAISAL:

Administrative Historical

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

TITLE: Outside businesses and agencies final audit reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83299

3

TITLE: Receipts register

DATES: 1899-1907.

ARRANGEMENT: Chronological

DESCRIPTION:

These three volumes record receipts issued by the city auditor. The first volume (1899) contains: date (year, month, date); receipt number; payment received from; account; amount; remarks; amount carried forward; and totals. The second volume (1900-1904) contains: date (year, month, date); columns by departments recording collections, fees, amounts; totals and subtotals. The first volume (1904-1907) contains: date (year, month, date); divided by fund totals; and grant totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These volumes are obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 9856

3

TITLE: Salary assignment correspondence

DATES: 1918-1923.

ARRANGEMENT: None

DESCRIPTION:

This three-ring binder labeled "Orders & Assignments" contains numerous section dividers labeled Engineers, Fire, Health, Inspectors, Janitor, License, Park, Recorders, Street, Mechanical Insp., Police and Prison, Sextons, Water Works, Paving, Sidewalk, Sewer, Curb & Gutter, Water Main Deposit, and Invoices.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83295

3

TITLE: Subledger

DATES: 1912-1913.

ARRANGEMENT: Alphabetical by department name

DESCRIPTION:

This is a subsidiary journal and serves as a guide to auditor's ledger. It contains: date (year, month, date), amount of revenue; journal folio; columns indicating fund; and totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

This volume is obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 5550

3

TITLE: Warrant registers

DATES: 1891-1893.

ARRANGEMENT: Chronological, thereunder numerical by warrant number

DESCRIPTION:

The auditor's register of warrants records the following information: date, warrant number, name of payee, account name, amount, and remarks.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 83288

3

TITLE: Warrant registers

DATES: 1903-1904.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a register of warrants paid by the city auditor. It contains: date; warrant number; name of payee; account number; amount of warrant; total; balances forward; and grand totals.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

This register obsolete and should be destroyed according to the provisions of the municipal financial records retention schedule.