

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Finance (1027)  
354 South State Street  
Salt Lake City, UT 84111  
535-7671

**Records Officer:** Melyn Osmond

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**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 78

3

**TITLE:** Annual report information

**DATES:** 1946-

**ARRANGEMENT:** Chronological by fiscal year

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are distribution copies of the Comprehensive Annual Financial Report and Condensed Annual Financial Report which contain financial and statistical information concerning the city's financial status. The Finance Department is the public distributor of the annual report, while the city recorder maintains the permanent copy. These copies include manual and automated worksheets that support the audited balances. This information is backed up daily and monthly on floppy disk.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

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**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 6 months and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 82

3

**TITLE:** Authorized position file

**DATES:** 1986-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a computer printout of the detailed city manning list by department and job code number as adopted and amended by the city council. It is replaced after each fiscal year. This printout includes job title, job code, pay class, authorized number, amended authorized number, date file amended, departmental totals, and city wide summary by department.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer magnetic storage media: Retain in Agency Record Center permanently.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 81

3

**TITLE:** Automated general office file

**DATES:** 1986-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is the Finance Department's microcomputer system of general information. Information is constantly being changed or updated and is backed up for security reasons. This system includes electronic spread sheets, basic computer programs, data base files, and other current financial information. This information is stored on hard disk and is updated daily, weekly and monthly on floppy disk.

**RETENTION:**

Retain until updated.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center until updated and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 34

3

**TITLE:** Bank statements and reconciliations

**DATES:** 1981-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.80 cubic feet.

**DESCRIPTION:**

These are bank statements received daily, weekly, and monthly showing deposits and withdrawals from the general account, water bond account, library and redevelopment agency accounts, plus monthly reconciliations and associated documentation to verify daily activity. These statements include city account number, each check number, date paid, amount paid, and daily balances; monthly reconciliations to verify daily activity and associated documentation; and a computer printout of monthly reconciliation showing same information as the bank statement.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26403

3

**TITLE:** Bids quotations and proposals

**DATES:** 1982-

**ARRANGEMENT:** Chronological by year, thereunder numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are necessary for the purchase of materials or services requested by entities of Salt Lake City Corporation. The records are submitted by vendors for the purchase of materials or services provided, solicited or unsolicited, successful or unsuccessful. Information in these records include dates, department number, requisition or contract number, vendor name and address, bid or proposal number, date of bid or proposal or proposal opening, buyer name and company name, and responsible person's signature. Bid tabulations and proposal files would also include scope of service and evaluation information.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

Computer data files: Retain in Office until updated and then delete.

Compact disc: Retain in Office until updated and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26403

**TITLE:** Bids quotations and proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 37

3

**TITLE:** Bonds and coupons

**DATES:** 1977-

**ARRANGEMENT:** Chronological by date redeemed

**ANNUAL ACCUMULATION:** 3.30 cubic feet.

**DESCRIPTION:**

These are actual legal size bonds and coupons received from banks after redemption by holder. These bonds and coupons include amount, date of redemption, rate of percent paid, number, type of bond, number of special improvements (if applicable), and signatures of City Recorder and mayor.

**RETENTION:**

Retain until paid or cancelled.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until paid or cancelled and then destroy.

**APPRAISAL:**

UCA 11-14-14 (2c)

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 21

3

**TITLE:** Cancelled checks

**DATES:** 1976-

**ARRANGEMENT:** Numerical by check number.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These are all cancelled checks (including grant funds) issued for payroll or vouchers for city corporation and city library. These checks include name of bank, check number, date, payee name and address, check amount, account number, vendor number, and sequence number.

**RETENTION:**

Retain 9 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 7 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 24

3

**TITLE:** Cash receipts

**DATES:** 1980-

**ARRANGEMENT:** Numerical by department number.

**ANNUAL ACCUMULATION:** 3.30 cubic feet.

**DESCRIPTION:**

These are receipts for cash received into city accounts. These receipts include receipt number, name and address of person, department, or business cash received from, date, description, distribution of funds received (by department fund/class number, cost center fund, object code, project number, amount, and total received), name of bank, name of person issuing receipt, whether cash, check, or transfer, and effective date.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 71

1

**TITLE:** Cash receipts journal entries

**DATES:** 1984-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout listing all cash transactions received through cash registers. It also shows the entries being posted to the financial system. This printout includes fund number, object code, bank code, type (cash, check, transfer), cash register receipt number, and dollar amount.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 72

3

**TITLE:** Cash receipts transaction register

**DATES:** 1984-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout listing all cash transactions received through cash registers and showing the entries being posted to the financial system. This is summary level information which is organized by account distribution. This printout includes individual detail transactions and includes receipt date, effective date, agency number, cost center, project number, object code, description of object code, cash register receipt number, dollar amount, type of receipt (cash, check, transfer), and band code.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 79

3

**TITLE:** Check reconciliation system

**DATES:** 1981-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated system contains information for tracking checks issued, cleared or outstanding. This information includes check number, amount, date issued, date cleared bank, sequence number, and bank date.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Agency Record Center for 2 years and then delete.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26427

3

**TITLE:** Contract documentation and correspondence

**DATES:** 1981-

**ARRANGEMENT:** Numerical by file number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after final payment and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 12.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 73

3

**TITLE:** Corrected Treasurer's report

**DATES:** 1984-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout showing that errors have been corrected. Totals are compared against cashier's work for accuracy.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 83

3

**TITLE:** Cost center budget revisions

**DATES:** 1983-

**ARRANGEMENT:** Chronological by fiscal year

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

These are forms completed by city departments to correct, adjust, or amend budgets previously recorded on city ledgers. For the general fund, a file is maintained for each department; all other funds are maintained together by fund. These forms include a summary sheet showing date change was posted to financial system, individual documents, reference number, net amount of change, who prepared document, summary description of change, cost center, object code, detail, whether budget is increasing or decreasing and by what amount, justification of why the change was requested, necessary authorizing signatures as required by written or unwritten city policy, and a copy of computer generated Input Validation Report.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 83

**TITLE:** Cost center budget revisions

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 67

3

**TITLE:** Cost center responsibility report

**DATES:** 1983-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

This is a monthly computer printout containing current month, and year to date revenue and expenditure figures for each revenue or expense category. This printout includes current month's actual revenues or expenditures, whether better/worse than the monthly budget, object code number, object code description, year-to-date actual revenues and expenditures, encumbrances outstanding, year-to-date better/worse than budget, total annual budget, percentage of total annual budget received, expended or encumbered, remaining annual budget, organization number, program number, fund number, appropriation number, project number, processing date, period ending date, and run date.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 15 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 67

**TITLE:** Cost center responsibility report

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 39

3

**TITLE:** Detail cost center transaction

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a monthly computer printout listing every transaction by cost center such as cash receipts, expenditures, purchase orders, checks, journal entries, etc. This printout includes agency number, cost center number, fund class number, fund number, appropriation number, contact number, month and year, transaction code, document number, submitting unit, batch number, posting date, amount, and in some cases a brief description.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 15 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 38

3

**TITLE:** Detail fund transaction register

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

This is a computer printout listing every transaction by fund, such as gas receipts, expenditures, purchase orders, checks and journal entries. This printout includes fund number, general ledger account number, appropriation number, object code, agency cost center, project, contract, effective date, transaction code, document number, submitting unit, batch number, posting date, amount, description (if applicable), and period ending date.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 15 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 80

3

**TITLE:** Financial information and control system

**DATES:** 1979-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a master automated system of accounting information. All financial reports concerning the Finance Department are produced through this system. Information is put on daily before and after the processing of daily transactions and monthly before and after monthly transactions. This system includes general ledger, revenue and expenditure detail, and accounts payable information. This information is backed up daily after the processing of daily transactions and monthly before and after the monthly processing.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office permanently provided dumped to tape.

Computer magnetic storage media: Retain in Agency Record Center for 3 months and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 80

**TITLE:** Financial information and control system

(continued)



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 86

3

**TITLE:** Fund cash activity report

**DATES:** 1984-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a daily computer printout showing daily cash activity. This printout includes beginning cash balance, cash receipts, cash disbursements, and ending cash balance.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 87

3

**TITLE:** Garnishments

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are copies of writs of garnishments filed in circuit court against a city employees' wages. This is not a city generated record, but it is maintained to verify reason for garnishment of wages.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 27

3

**TITLE:** Golf course receipts

**DATES:** 1984-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 25.00 cubic feet.

**DESCRIPTION:**

This is a seasonal record of daily receipts from each of the Salt Lake City nine golf courses. The records for daily receipts for each course includes daily shift closing reports, item sales Summary Reports, transaction Audit Report from the credit card terminal, batch Summary Report from credit card terminal, credit card batch results, copy of daily bank deposit slip, white copy of individual credit card slips, documentation for all voided transactions, the yellow copy of gift certificates sold, the white copy of fully redeemed gifts certificates, rain checks redeemed, vouchers redeemed, coupons redeemed, and golf car rental agreements.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 70

3

**TITLE:** Input validation batch control

**DATES:** 1984-

**ARRANGEMENT:** Chronological by quarter

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout listing all transactions affecting the financial system including purchase orders, vouchers, journal entries, budgets, contracts, cash receipts, etc. It is used to verify whether entry was accepted or rejected. This printout includes batch number, document number, vendor name and number, due date, invoice date, cost center number, month and year, account number, amount, transaction code, and explanation if rejected.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 22

3

**TITLE:** Interdepartmental billings

**DATES:** 1980-

**ARRANGEMENT:** Numerical by department number.

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

These are complete documentations for all billings between city departments. These billings include completed form signed by both departments (which includes department number, cost center number, effective date, subject or object code number, project number, amount, remarks, and signatures and dates of person preparing form and approving form), plus any back up documents (memos, agreements, etc.).

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 23

3

**TITLE:** Journal entries

**DATES:** 1980-

**ARRANGEMENT:** Numerical by assigned number.

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

These are forms used by Salt Lake City departments to correct, adjust, or supplement transactions previously recorded on city ledgers. These forms include department number, reference number, type of journal entry (regular, special cash disbursements, suspense), effective date, department fund/class number, cost center/fund number, object code, project number, debit amount, credit amount, description, debit or credit totals, signatures of persons preparing form, approving form, and date.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 29

3

**TITLE:** Jury receipts

**DATES:** 1900-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are receipts received from persons demanding payment for testifying as a witness or for jury duty in the Fifth Circuit Court and Third District Court. Salt Lake City keeps a record of these receipts and is reimbursed by the state for these funds. These receipts include receipt number, name of court, name of witness/juror, date summoned, amount owing, signature of witness/juror, date and amount paid by city treasurer, and notarization and signature of court clerk. Also includes monthly status sheet of money paid for either a witness or juror, listing date person attended court, number of days paid for, number of traveled miles paid for, and amount.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 84

3

**TITLE:** Labor distribution journal entries

**DATES:** 1978-

**ARRANGEMENT:** Chronological by pay period in fiscal year

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a computer printout received after each payroll which shows payroll postings to the accounting system by balance sheet object code and by fund. This printout includes balance sheet, object code number, and description; amount charged to employee and amount charged to city; amount of debt and amount of credit.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer output microfiche master: Retain in Office for 10 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 85

3

**TITLE:** Labor distribution transaction register

**DATES:** 1978-

**ARRANGEMENT:** Chronological by pay period

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a computer printout received after each payroll which provides detail of payroll charges to the city by cost center. This printout includes cost center number, project number, expenditure object code, employee name and social security number, payroll number, total charges for object code, percent allocated to cost center, and amount charged to cost center.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer output microfiche master: Retain in Office for 10 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26

3

**TITLE:** Library voucher payments

**DATES:** 1980-

**ARRANGEMENT:** Numerical by check number.

**ANNUAL ACCUMULATION:** 1.70 cubic feet.

**DESCRIPTION:**

These are complete documentation of transactions for payment of library expenditures such as utilities, books, and equipment. these vouchers include warrant number, department and reference number, vendor name and address, description of expenditure, vendor number, invoice number, invoice date, invoice due date, distribution information such as department number, cost center number, object code, subject/object number, project number, and amount , total amount expended, name of person preparing voucher and date,and name of authorizing person approving voucher.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 69

3

**TITLE:** Open accounts payable

**DATES:** 1984-

**ARRANGEMENT:** chronological by month

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This is a daily computer printout showing all unpaid accounts payable by fund and department. This printout includes document number, payment status, vendor name and number, invoice due date, amount payable, encumbrances at end of period, current encumbrances, period ending date, and run date.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 20

3

**TITLE:** Payment/Voucher and requisition

**DATES:** 1976-

**ARRANGEMENT:** Chronological by year, thereunder numerical by check number.

**ANNUAL ACCUMULATION:** 43.00 cubic feet.

**DESCRIPTION:**

These are back up documentation associated with each check payment including federal grant funds. This documentation includes copy of check, copy of purchasing order, invoice, receipt, voucher, etc.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 20

**TITLE:** Payment/Voucher and requisition

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 77

3

**TITLE:** Personal service projection reports

**DATES:** s 1983.

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a computer printout containing detailed compilation of individual salary and benefit projections it is used to develop the personal services portion of the annual budget. This printout includes employee information (name, title, department, salary, and benefits), distribution percent, object code, projected salary by quarter, and total projected salary. Summary totals are generated for each cost center subprogram, program, subdivision, division, department, and city code. This information is backed up monthly and yearly on tape.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 1 year and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 77

**TITLE:** Personal service projection reports

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 75

3

**TITLE:** Project reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This is a monthly computer printout containing month to date, year to date, and inception date revenue and expenditure information for all projects funded by Community Development Block Grants. This printout includes Detail Project Report (4505), arranged by object code showing current month, year-to-date, and inception to date revenue and expenditures, outstanding encumbrances, total budget and remaining budget; Contracts by number, charges, total payments, nonliquidated balance, and retainage payable; Detail Project Transaction Register (4804), arranged by transaction showing document number, object code, cost center, fund, effective date, transaction code, batch number, posting date, amount and description; and Project Summary Report (5005), by project showing current month , year to date, and inception to date revenue and expenditures, outstanding encumbrances, and remaining budget.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 75

**TITLE:** Project reports

(continued)

Computer output microfiche master: Retain in Office for 15 years  
and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26404

3

**TITLE:** Requisitions, Summary Sheets, Change Orders

**DATES:** 1982-

**ARRANGEMENT:** Chronological by year, thereunder numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record tracks purchases made by entities of Salt Lake City Corporation of materials, equipment and services. The record is used to request the purchase of materials, equipment, or services by department personnel. Information included is date, department and requisition number, type of requisition, special condition code, vendor name, ship to code, contact and phone number, item number, product code, description of merchandise, quantity, estimated cost, and any attached documentation including change orders.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 11/01/1996.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

Computer data files: Retain in Office until updated and then delete.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 8.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 26404

**TITLE:** Requisitions, Summary Sheets, Change Orders

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 74

3

**TITLE:** Suspense control report

**DATES:** 1985-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a daily computer printout showing that a transaction is in error and needs correcting. This printout includes fund, submitting unit, month end and year, document number, batch number, and object code.

**RETENTION:**

Retain 1 month.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 month and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 28

3

**TITLE:** Tennis court financial records

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This is a record of weekly play and an accounting of monies received from Liberty Park and Oakhills Tennis Courts. This record includes name of tennis court, date, weather conditions, type of play, number playing, number of tickets sold, rate, amount received, daily totals, and signature of authorized person.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 35

3

**TITLE:** Travel documentation

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by employee name.

**ANNUAL ACCUMULATION:** 1.20 cubic feet.

**DESCRIPTION:**

This is documentation for travel for city business by city employees/executives. This documentation includes travel authorization form and a log of travel which provides name of employee; department; division; departure and return dates; cost center; object code; whether budgeted or not; destination and purpose of travel; itemized list of estimated expenses with total amount; whether paid directly or paid to employee; itemized list of actual expenses with total amount; amount; and employee acknowledgment with signatures of approval of department head, Finance Department, Chief Administrative Officer, and checking authorization.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 68

3

**TITLE:** Trial balance

**DATES:** 1983-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:** 1.30 cubic feet.

**DESCRIPTION:**

This is a monthly computer printout showing general ledger by fund. This printout includes account separately, such as cash, investments, or accounts payable; and current month activity, current balance, period ending date and run date.

**RETENTION:**

Retain 15 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

Computer output microfiche master: Retain in Office for 15 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 36

3

**TITLE:** Vendor history report

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by vendor title

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

This is a computer printout for vendor payment which is received in two forms. One is organized alphabetically by vendor while the other is a numerical listing by reference number. Report is updated monthly for each six month period. This printout includes reference number, pay date, check number, vendor name, related invoice, number, check amount, and date due. This information is backed up monthly and yearly.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer output microfiche master: Retain in Agency Record Center for 10 years and then destroy.

Computer magnetic storage media: Retain in Agency Record Center for 6 months and then dump to tape.

Computer magnetic storage media: Retain in Agency Record Center for 2 years and then erase.



**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 36

**TITLE:** Vendor history report

(continued)

**AGENCY:** Salt Lake City (Utah). Department of Finance

**SERIES:** 25

3

**TITLE:** Vouchers

**DATES:** 1983-

**ARRANGEMENT:** Numerical by department number.

**ANNUAL ACCUMULATION:** 2.30 cubic feet.

**DESCRIPTION:**

These are official authorizations to pay on a claim or bill. A copy of all city vouchers is maintained by the Finance Department for easy access, for informational use, and for internal audit purposes. These vouchers include warrant number, department and reference number, vendor number, invoice number, invoice date, invoice due date, distribution information such as department number, cost center number object code, subject/object number, project number, and amount, total amount expended, name of person preparing voucher and date, and name of authorized person approving voucher.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/1986.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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