Retention and Classification Report

Agency: Salt Lake City (Utah). City Treasurer (1097)

451 South State Street
Room 225
Salt Lake City, UT 84111
801-535-7946

Records Officer

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83182	*Special assessment indexes
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00051 *Special assessment property lists
24985 *Special assessment, tax sale, and notices book
00184 *Special assessments financial reports
00220 *Special assessments-parking extensions
83183 *Special assessments-paving extension books
00018 *Special assessments-sewer extension books
00019 *Special assessments-sidewalk extension books
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00046 *Special assessments-watermain extension books
09949 *Special funds receipts account book
09948 *Special improvement district ledger
00056 *Special improvement tax sales and redemption records
83180 *Special tax proof of publications and correspondence books
00060 *Special tax refund books
00050 *Special taxes cash books
05555 *Tax deeds
05554 *Tax sale certificates
17777 Telephone billings
00058 *Trial balance books
09953 *Unidentified tax ledger
00055 *Vehicle license books
00057 *Voucher register
09871 Warrant correspondence
00047 *Water assessment books
83304 *Water meter deposit book
00054 *Water script registers

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83158 3
TITLE: Administrative correspondence files
DATES: 1906-1907; 1909.
ARRANGEMENT: alphabetical by name of letter writer

DESCRIPTION:

These two letter boxes (since consolidated into a single, letter-size Hollinger document box) are alphabetical files primarily of incoming letters, but do include copies of some city treasurer's outgoing correspondence. The bulk of these are for the period 1906, 1907, and 1909. There are no letters for 1908. A small stack of reports and proof of publications are placed before the correspondence files. The reports are Monthly Reports of the City Court to the City Treasurer of fines collected by the criminal division. The correspondence concerns payment of special assessments (water, sewer, sidewalk extension). Some of the letters are complaints on the rates charged or on office procedures.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records. These letters reflect civic improvements and the concerns expressed by property owners in Salt Lake City of taxes levied for these improvements. Few letters have survived for this period and it is particularly rare to find letters to the city treasurer.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83158
TITLE: Administrative correspondence files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83177 3
TITLE: Auto tourist registers
DATES: 1922-1924.
ARRANGEMENT: Chronological
DESCRIPTION:

These three books appear to have been used to register tourists to Salt Lake City and to collect some type of fee. They contain the date, time, name of tourist, home location, number in party (men, women, children); state; make of car; engine number; route leaving; date departed; tag number; and amount collected.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records. It is not known the actual purpose of these volumes, but they are valuable in researching tourism in the 1920s.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83292 3
TITLE: Bank deposit book
DATES: 1926-1933.
ARRANGEMENT: Chronological
DESCRIPTION:

This book records the deposits to and the daily balance of city bank accounts. It contains: date, name of banks, amount of deposit, and daily balance of accounts.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed. Its retention is based on the Municipal General Financial Retention Schedule (9/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83285 3
TITLE: Bicycle license receipts
DATES: 1902-1903.
ARRANGEMENT: Numerical by receipt number
DESCRIPTION:

This single volume is a receipt book recording the payment of fees for bicycle licenses. Most of the book is empty, only eighty receipts were used. The receipts contain the receipt number, amount paid, date, name of person making payment, address, purpose of payment, number of bicycle, make and style of bicycle, date of expiration of license, and inside the cover is attached a copy of the city ordinance on bicycle licensing.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed in accordance with the municipal financial general retention of receipt books (9/85) of 3 years.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 249 3
TITLE: Bonds and interest books
DATES: 1902-1908.
ARRANGEMENT: Chronological by date, thereunder numerical by bond number.
DESCRIPTION:

This book contains an accounting of municipal bonds sold for civic improvement. It includes: a report of bonds outstanding as of January 1902, lists of bonds containing series number, dated, time due, amount, rate of interest, interest per annum, payable, to whom payable, date paid, report on interest on bonds, series number, amount, payable to, place amount, remit, number of interest coupons at rate, remitted (last coupon, last coupon number). It also includes an alphabetical index by name of bank, subject, and page number.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the sale of bonds for public improvements.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 249
TITLE: Bonds and interest books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 276 3
TITLE: Cash books
DATES: 1868-1923.
ARRANGEMENT: Chronological.
DESCRIPTION:

These volumes contain a daily or monthly record of cash balances, receipts, and disbursements of the City Treasurer's office. Volumes record date, amounts, and accounts/funds or individual names to whom payments were made or amounts received, and totals.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

Fiscal

This retention is based on the municipal financial general records retention schedule (9/85). This record is obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83730 3
TITLE: Cash receipts
DATES: 1906-1948.
ARRANGEMENT: chronological
DESCRIPTION:

These twenty-eight volumes document all cash receipts issued by the city treasurer. The cover the period from l906-l938 and l948. They contain: date, assessment books (book page); treasurer's receipt number, to whom received, fund, total receipted, deposit receipt number, received from, amount received, and distribution.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1985.

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.

APPRAISAL:

This retention is based on the Municipal Financial General Records Retention Schedule (9/15/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83284 3
TITLE: Cemetery special fund account book
DATES: 1915-1921.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

This single volume records expenditures from the cemetery fund. It contains: extension number; warrant number; principal; accrued interest; total investment; date of purchase; date of redemption; interest from date of purchase; total investment and interest; net profit; and remarks.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed according to the retention specified in the Municipal Financial Records Retention Schedule (9/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 4656 3
TITLE: Coupon redemption register
DATES: 1912-1932.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

These seven volumes are used to record the redemption of coupons for municipal bonds. Four of the volumes are labeled "Coupon Redemptions" and are numbered on the spine, there are two labeled 3, one 4, and one is unnumbered. They cover the period from 1912 to 1919. Three of the volumes are labeled "Coupon Registers" and are numbered 5, 6, and B. They cover the period from 1919 to 1925 and 1929 to 1932. They all contain the same information: extension number; outstanding coupon warrants; delinquencies; amount due; extension number; outstanding coupon warrants; amount due; previously called; treasurers balance, and call date.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after expiration of bond and then destroy.

APPRAISAL:

These records are obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83305 3
TITLE: Curb and gutter receipt book
DATES: 1892-1893.
ARRANGEMENT: Chronological
DESCRIPTION:

This receipt book records the payment of special taxes assessed for curb and gutter extensions. Only ten pages of the book are used. It contains the date, name, amount paid, and total.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed. The special assessment books provide the most complete information on curb and gutter extensions.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83178 3
TITLE: Delinquent tax sale records
DATES: 1902; 1913-1914.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

These two volumes are used to record delinquent special taxes. The first volume is for 1902 and is a large volume with only one page and eleven listings completed. It contains: the owner's name, address, lot number, block number, plat or subdivision; feet; purpose of tax; amount of tax; date notice of sale was first published; date to be sold; cost of advertising; cost of sale; total amount to be paid; date paid or sold; and year and page of special tax sale record. The second volume is labeled on the cover "Special Tax Delinquent Taxes Dates" and spans the period from 1913 to 1914. It contains the extension number; date received; amount disbursed and credits; treasurer's debits; letters concerning the audit of special tax books; an unsigned holographic report of a public accountant on abatements, surplus, and delinquent taxes, and various unexplained columns of figures.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the sale of property for delinquent special taxes.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83178
TITLE: Delinquent tax sale records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 15 3
TITLE: Figuring letterpress book
DATES: 1895.
ARRANGEMENT: None.
DESCRIPTION:

This letterpress book was used by the city treasurer as a scratch pad for adding and subtracting figures. It contains columns of figures added together and totals. Some have been identified as general fund accounts, but most have neither been labeled nor dated. It also appears the treasurer used the book to practice his signature.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

Administrative

It is impossible to determine the actual purpose of this book. It appears to have had only temporary usage. It is now obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 229 3
TITLE: Index

DATES: undated
ARRANGEMENT: Alphabetical by subject or name.
DESCRIPTION:

Ledger index maintained by the city treasurer. It is labeled Index and scrawled on the front is the notation Ledger D. It contains a list of subjects and page numbers. It is not known what it indexed, and ledgers have limited retentions.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 State Archives permanently with authority to weed.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 20.

This volume has no value and should be destroyed immediately.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 229
TITLE: Index

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 53 3
TITLE: Issued licenses reports
DATES: 1908.
ARRANGEMENT: Chronological.
DESCRIPTION:

This single volume contains two reports on licenses issued to persons doing business in Salt Lake City. The first is the treasurer's daily statement on license collections. It contains the date; treasurer's number; assessor's number (book, page, and time); name of payee; type of license; expiration date of previous license; new license (begins, expires, amount, and number); and signature of city treasurer. The second is the city recorder's monthly statement of licenses issued. It contains the type of license (merchant, miscellaneous, wholesale liquor; druggist liquor; and retail liquor); license number; treasurer's number; assessor's number (book, page, and time); name, type of license; period to and from; remarks; and signature of recorder.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the type of licenses being issued by the city.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 53
TITLE: Issued licenses reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83184 3
TITLE: Journals
DATES: 1864-1922.
ARRANGEMENT: Chronological
DESCRIPTION:

These volumes are accounting ledgers for Salt Lake City. They record date, journal entry number; purpose; fund; and the amounts. The earlier ledgers are the more detailed.

RETENTION:

Retain archives custody to 1922, 3 years thereafter

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 State Archives permanently with authority to weed.

Paper: For records beginning in 1923 and continuing to the present. Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical

This retention is based on the detail of the records in the early years in documenting the financial affairs of Salt Lake City.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83184
TITLE: Journals

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83289 3
TITLE: Ledgers
DATES: 1868-1907.
ARRANGEMENT: Chronological
DESCRIPTION:

These volumes detail the monthly expenditure of municipal funds. They contain: month and year; subledger number; fund or department; expenditure for (much 'sundries'); amount; and totals.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 permanently and then transfer to State Archives.

APPRAISAL:

Fiscal

These volumes are obsolete and should be destroyed according to the general schedule for municipal financial records (9/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83289
TITLE: Ledgers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 16 3
TITLE: Letterpress book
DATES: i 1892-1902.
ARRANGEMENT: Chronological by date.
DESCRIPTION:

This letterpress book was used to maintain an office copy of various deposits made by the city treasurer and outgoing correspondence. The book is labeled "Correspondence & Deposits 1892", but consists largely of 1902 letters. It contains figures for the general fund and special taxes and copies of letters sent in response to inquiries and complaints concerning city taxes. A small collection of loose papers is placed at the front of the book and includes tax notices for special taxes in 1893 and a list of licenses issued in 1892 and 1893.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This letterpress book is important historically because it documents the activities of the city treasurer in responding to complaints of taxpayers. In fact, it contains one of the most classic responses to a disgruntled taxpayer.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 16
TITLE: Letterpress book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83200 3
TITLE: License cash books
DATES: 1898-1916.
ARRANGEMENT: Alphabetical by type of license, thereunder chronological
DESCRIPTION:

These four volumes were used to record cash payments to obtain business licenses. They are separate books for Liquor Licenses (1898-1905); Merchants Licenses (1898-1900); and Miscellaneous Licenses (1898-1900). They contain: the date, license number, name, fee, balance forward, and totals. The fourth volume is labeled "Treasurers License Cash Book 3" and covers the period from 1913 to 1916. It contains the date, receipt number, assessor's number (book, page, and line numbers); name amount collected, and columns indicating amounts collected for types of licenses (liquor (retail, wholesale, druggist), merchant, miscellaneous).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

These volumes were originally important for audit purposes, but are now totally obsolete. The assessor's books contain the most complete information on licensing and are maintained permanently.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83279 3
TITLE: License fee ledger
DATES: 1907-1914.
ARRANGEMENT: chronological
DESCRIPTION:

This single volume is labeled on the spine "Daybook" and records the collections of fees for licenses by the city treasurer. It contains: the date; balance; columns indicating amounts collected for liquor, merchants and miscellaneous licenses; and amounts collected in checks, currency (gold and silver), and amount of deposit.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 expiration of license and then destroy.

APPRAISAL:

This book is obsolete and should be destroyed. Other volumes most notably the Assessor's License books contain the same information and is maintained permanently.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 231 3
TITLE: Official reports
DATES: 1902-1904.
ARRANGEMENT: Chronological.
DESCRIPTION:

This letterpress book is labeled "Official Communications". It contains copies of assessment lists, treasurer's statements for the city recorder, city auditor, mayor, annual financial reports, and outgoing correspondence.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This retention is based on the Municipal Financial General Records Retention Schedule (9/85) and the historical value of the financial reports to document the financial situation of Salt Lake City.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 231
TITLE: Official reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83286 3
TITLE: Paving warrants
DATES: 1915-1928.
ARRANGEMENT: Chronological
DESCRIPTION:

This single volume is a warrant register for paving extensions in Salt Lake City. It is labeled "Paving Warrants 3 - 2382-5909. It contains: date of warrant, number of warrant, to whom issued; paving extension number and estimate number; amount of warrant; amount of estimate; installment; beginning date; when paid; and check number.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed in accordance with the general retention schedule for municipal financial records (9/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83729 3
TITLE: Payroll-warrant register
DATES: 1966-1967.
ARRANGEMENT: chronological
DESCRIPTION:

These four register are used record payrolls. They contain: department number, name of employee, number of hours worked, gross earnings, warrant number,l net pay, and date redeemed.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1985.

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 7 years and then destroy.

APPRAISAL:

This retention is based on the Municipal Financial General Records Retention Schedule (9/15/85).

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83181 3
TITLE: Proof of publication scrapbooks
DATES: 1890-1902.
ARRANGEMENT: Chronological
DESCRIPTION:

These volumes were used to document that legal notice for the levy of special taxes were given according to local and state requirements.
The volume labeled "Books of Publication Water Main Intentions & Completions Ordinances & Miscellaneous" contains proof of publication forms (dated 1892-94), a copy of the legal notice, and a tally sheet for a referendum petition against passage of an ordinance annexing territory to Salt Lake City listing only counts with no identifiers.
There are four volumes labeled "Invoices" (1890-91, 1891-99, 1899-1902). They contain only the proof of publication forms and a copy of the legal notice.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 6 years and then destroy.

APPRAISAL:

This retention is based on the municipal clerk general records retention schedule 3/15/88. This forms have no historical value and should only have been maintained for its initial historical purposes. They provide no information that is not available elsewhere. The Special Assessment volumes are permanent and are more complete.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 12228 3
TITLE: Public works cash ledger
DATES: 1896-1897.
ARRANGEMENT: chronological
DESCRIPTION:

This is a cash ledger with information recorded under the following printed headings: date, water mains, sewer, sidewalk, paving, curbing and guttering, sundries, total, and received by. On some pages the printed heading sundries has been scratched out and replaced with one of the following: conduit, interest, and water rates.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 12228
TITLE: Public works cash ledger

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83728 3
TITLE: Redeemed warrants books
DATES: 1892-1893; 1909-1927.
ARRANGEMENT: Chronological
DESCRIPTION:

These thirteen volumes record all warrants issued by the Salt Lake City Treasurer's Office and redeemed. They contain: month, year, date of warrant, warrant number, fund, amount of warrant, total fund, to whom paid, date, number of check, amount of check and auditor's certification.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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: For records beginning in 1892 through 1893. Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1909 through 1927. Retain in Office for 7 years and then destroy.

APPRAISAL:

This retention is based on the Municipal Financial Schedule (9/85). It has been determined the territorial volumes (1892-1893) should be retained for historical purposes. They are the earliest surviving warrant records for Salt Lake City.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 247 3
TITLE: Register of bonds
DATES: i 1880-1885.
ARRANGEMENT: Numerical by bond or series number.
DESCRIPTION:

This is a register of municipal bonds. It contains: bond number, series letter, denomination; date signed by auditor; date attested and countersigned; date deposited with treasurer; date authorized by council; date sold; to whom sold; date delivered; value with accrued interest on delivery; date redeemed; amount paid and remarks.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based upon the historical value of the volume to document the sale and redemption of municipal bonds for public improvements.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 247
TITLE: Register of bonds

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 52 3
TITLE: Release of indenture notices
DATES: 1892-1894.
ARRANGEMENT: Numerical by redemption number.
DESCRIPTION:

This letterpress book contains copies of notices for releases of all claims to property situated in Salt Lake City and sold by the tax collector for taxes owed and redeemed from sale by city ordinance. The form contains: the name of owner of property; date; sold by city tax collector; date taxes assessed; property description; date; signature of city treasurer; and notary's signature and seal.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based upon the historical value of these records to document the sale of property for special taxes.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 52
TITLE: Release of indenture notices

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 49 3
TITLE: School district account book
DATES: 1894.
ARRANGEMENT: Numerical by school district

DESCRIPTION:

This volume contains an accounting of monies spent by school districts in Salt Lake City. It contains district number; date; check number; amount; date paid; and balance. It does not specify the purpose of any of the expenditures.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal Historical

This retention is based on the historical value of the record. This volume is one of the few surviving territorial account records. It documents the collection and expenditures of funds by the various school districts.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 49
TITLE: School district account book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83182 3
TITLE: Special assessment indexes
DATES: 1901-1927.
ARRANGEMENT: Numerical by assessment number
DESCRIPTION:

These three volumes index special assessment books. The first volume (1900-1915) is labeled "Index to Extensions". It contains the extension number; estimate number; location (on, from, to); date of notice of intention; levy date ordinance effective; date of confirmation effective; date treasurer's notice published to (newspaper, date); number of feet; price per foot; amount; invoice book (number and page); extension book and pages, and pages. The second volume (1914-1928) is labeled "Improvement Extensions 2" and contains the same information as volume one. The third volume is labeled "Index to Special Assessments" and is not dated. It contains plat number or subdivision, block number; extension number for categories of sidewalk, sewer, paving, and curb and gutter.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these books. They provide an overview of special taxes assessed during the early Twentieth century.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83182
TITLE: Special assessment indexes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 59 3
TITLE: Special assessment ledgers
DATES: 1898-1922.
ARRANGEMENT: Chronological by date, thereunder numerical by extension number.
DESCRIPTION:

These seven volumes (labeled A, B, C, D, E, G, and H) record the expenditures for taxes levied for special assessments. The first volume ("A") is labeled "Ledger 1898-9", but actually covers the period from 1898 to 1902. The other volumes are labeled "Ledger B" (1904-1906); "Ledger C" (1907-1908); "Ledger D" (1908-1911); "Ledger E" (1915); "Ledger G" (1918-1911); "Ledger H" (1920-1922). Each volume contains the same information, e.g., the year, month, disbursement, balance, warrants paid, transfers, balance credit, cash, and transfers.

RETENTION:

Retain 3 years after completion of projects.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 completion of projects and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

These volumes are obsolete and should be destroyed. The Special Assessment Books are more complete and are kept permanently.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 59
TITLE: Special assessment ledgers

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 51 3
TITLE: Special assessment property lists
DATES: s [ca. 1904].
ARRANGEMENT: Chronological by date
DESCRIPTION:

This letterpress book contains copies of lists of property assessed special taxes. It contains lists with the name of the special assessment, extension number; explanation and location of assessment; names, lot, block, feet amount, totals, signature of city treasurer; and notices of the special tax levy.

RETENTION:

Retain 4 years after payment of all assessments.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after payment of all assessments and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based upon the historical value of this volume. It is a summary of all special taxes assessed residents of Salt Lake City in 1894. With the special assessment volumes it provides a clearer picture of special taxes.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 51
TITLE: Special assessment property lists

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 24985 3
TITLE: Special assessment, tax sale, and notices book
DATES: 1884-1894.
ARRANGEMENT: by category, thereunder chronological
DESCRIPTION:

This volume, labelled "Notices of Special Assessments" contains special assessments 1884-1889, city tax sales 1889, and proof of publication for assessment notices and city ordinances 1892-1894. The Special Assessments provide ward, individual name, fraction of lot, lot number, block number, plat number and payment for each year 1884-1889. City tax sale entries provide an abstract of sale with date, legal location, to whom sold, and whose property was being sold for taxes. The notices are glued in clippings from the newspaper providing notices of tax levies; intent to construct sidewalks, sewers, watermains, etc; and ordinances adopted pertaining to public utilities and taxation.

RETENTION:

Retain archives custody

DISPOSITION:
Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 06/01/1997.

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 State Archives permanently with authority to weed.

APPRAISAL:
Historical
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 12, Item 4.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 24985
TITLE: Special assessment, tax sale, and notices book

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 184 3
TITLE: Special assessments financial reports
DATES: 1913-1913.
ARRANGEMENT: Numerical by extension number.
DESCRIPTION:

This volume is labeled "Special Assessment Report - April 30, 1913" and contains balance sheets for special taxes collected. It contains assets, liabilities, balances for special assessments, extension number; auditor's collector account; auditors revenue and expenses and treasurers cost, and a printed form listing date, amounts collected by auditor and treasurer.

RETENTION:

Retain 3 years after completion of projects.

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 3 years after completion of projects and then destroy.

APPRAISAL:

This volume is obsolete and should be destroyed. Other volumes provide a more complete and accurate picture of special assessments.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 220 3
TITLE: Special assessments-parking extensions
DATES: i ca.1914-1916.
ARRANGEMENT: Numerical by extension number.
DESCRIPTION:

This volume records special taxes levied for parking extensions for citizens that benefited from the improvements. They include: the extension number; name of owner; address; lot number; block number; plat or extension; number of front feet; tax at original estimate per front foot; amount of each installment; paid on principal; interest; total amount paid; interest; total amount paid; when paid; and date completed.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

This is based upon historical value of these records to document the extension of parking in Salt Lake City.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83183 3
TITLE: Special assessments-paving extension books
DATES: 1890-1915.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

These two volumes record the assessment and collection of special taxes levied for paving extensions. The first volume is labeled on the spine "Special Assessments Paving 1-500" and covers the period from 1890 to 1915. It contains: plat or subdivision; block and lot numbers; name of owner; address; number of front feet; tax per front foot; cost of installment; credits; date paid; and remarks. The second volume covers the period from 1892 to 1897 and is labeled on the spine "3 Paving" and on the front "Final Notices 1893". It contains: extension number; name of owner; description of real estate; lot and block numbers; plat letter; number of front feet; amount of tax per front foot; and remarks. Only 20 pages are used. Six pages are sewer assessments for 1915.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these records to document the assessment of special taxes for civic improvements.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83183
TITLE: Special assessments-paving extension books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 18 3
TITLE: Special assessments-sewer extension books
DATES: 1892-1910, 1922-1950.
ARRANGEMENT: Alphanumerical by street name.
DESCRIPTION:

These three books were used to record the assessment and payment of special taxes assessed levied for the extension of sewer lines to residents that benefited from the extension. The first book is a small volume labeled "Assessments for Street Sprinkling", but on each page Street Sprinkling was changed to read Sewer. Only five pages of the book were used and cover the period from 1896 to 1897. The listings include the name of the owner; description of real estate; lot number; block number; plat letter;number of feet; amount of tax rate; and remarks. The volume also contains a newspaper clipping of the legal notice authorizing the levy of the special tax. The second volume covers the period from 1892 to 1910. It lists: the plat letter or subdivision name; block number; lot number; name of owner; address; number of front feet; credits; date paid and remarks. It appears that the information was moved to another book because on about one-half of the book page numbers have been written in blue across the pages.
The third book covers the period from 1922 to 1950 and is labeled "1-300" on the front cover. It lists: the name of the owner; address; plat or subdivision; block number; lot number; further description, number of front street; front footage; credits (principal, interest, interest to); date paid, sold, or transferred by-book and page; receipt number; notice- principal interest total, installment, and interest total.

RETENTION:

Retain 5 years after payment of all assessments.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 18
TITLE: Special assessments-sewer extension books

(continued)

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 after payment of all assessments and then transfer to State Archives with authority to weed.

APPRAISAL:
Historical

This retention is based on the historical value of these records. They document the extension of sewer lines and the special taxes assessed to pay for these civic improvements.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 19 3
TITLE: Special assessments-sidewalk extension books
DATES: 1890-1912.
ARRANGEMENT: Numerical by extension number or address.
DESCRIPTION:

These four volumes record the levy and assessment of special taxes for the extension of sidewalks in Salt Lake City. The first volume covers the period from 1890 to 1892. It lists: date assessed; name; address; description of real estate; lot number; block number; number of front feet; tax levied per front foot; amount paid; and when paid. Inside the front cover is a key to districts and folio numbers. The second volume covers the period from 1906 to 1912 and is labeled "Sidewalk 801-1200". It lists: the extension number; address; plat or subdivision; block number; lot number; name of owner; address; number of front feet; amount paid on principal; interest; total amount paid; when paid; and remarks. The third volume covers the period from 1908 to 1910 and is labeled on the spine "Sidewalk 3". It lists: the name of owner; address, lot number; block number; plat or subdivision; interest; total amount paid; when paid; and remarks. The fourth volume covers the period from 1910 to 1912 and is labeled on the spine "#6-1910". It contains the same information as the third volume.

RETENTION:

Retain 5 years after payment of all assessments.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after the payment of all assessments. and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 19
TITLE: Special assessments-sidewalk extension books

(continued)

APPRAISAL:
Historical

This retention is based on the historical value of these records to document the extension of sidewalks in Salt Lake City.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 17 3
TITLE: Special assessments-street lighting books
DATES: 1895-1896.
ARRANGEMENT: Alphabetical by name of owner.
DESCRIPTION:

These two books are labeled "Assessment Roll for Street Lights in Lamp District No. 1 Salt Lake City". They were used to maintain a record of property owners assessed a special tax for street lighting. Each page of the book is printed to indicate the assessment commenced March 15, 1895 and ended March 15, 1986. Each page is divided into the following columns: name of owner; address; description of real estate; number of lot; number of block; plat letter; assessment made by commissioners; changes made by the levies board of equalization and review (additions and deductions); number of complaint; total amount assessment; amount paid; and remarks or by whom paid.

RETENTION:

Retain 5 years after payment of all assessments.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after payment of all assessments and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These two volumes were valuable administratively to document the payment of special taxes assessed for civic improvements. Historically, they document these improvements and are important

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 17
TITLE: Special assessments-street lighting books

(continued)

for researchers in both community and family studies.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 46 3
TITLE: Special assessments-watermain extension books
DATES: 1888-1905.
ARRANGEMENT: Numerical by assessment number or extension number
DESCRIPTION:

These four books were used to record the levy and assessment of special taxes for the extension of water mains in Salt Lake City. All contain the same information. They are divided into the following columns: name, address or place of business; description of real estate; number of lot; number of block; name of plat; number of square feet; amount of tax rate per square foot; when paid; and amount paid. The first volume covers the period from 1888 to 1890 and is only about half full. The second volume covers the period from 1891 to 1893 and is only one-fourth full. It also includes an alphabetical name index. The third volume covers the period from 1892 to 1893. The fourth volume covers the period from 1902 to 1905 and is only one-fourth full. It contains the same information but adds a column for water script issued (class A or class B). Water script was issued to those who paid special assessments for water extension. It was used for payment of future water bills.

RETENTION:

Retain 5 years after payments of all assessments.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after payments of all assessments and then transfer to State Archives.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 46
TITLE: Special assessments-watermain extension books

(continued)

APPRAISAL:
Historical

This retention is based on the historical value of these records to document the assessment and collection of special taxes for civic improvements.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9949 3
TITLE: Special funds receipts account book
DATES: 1898-1903.
ARRANGEMENT: None
DESCRIPTION:

In this account book is recorded information about various accounts with different financial institutions, including water works funds, cash, general fund, auditor's warrants paid, liquor licenses, miscellaneous licenses, merchants licenses, water rates (meter and regular), water rates abatements, city taxes, tax sales, fines and forfeitures, city cemetery, city engineer's department, dog tax collections, oil inspection fees, water works department, turning on water, poll tax collections, crematory, health department, rent accounts, Liberty Park, fire department, legal expenses, sundry expenses, mayor's contingent fund, city recorder's department, salary refund, joint building expenses, water master's department, street department and irrigation, tax sale redemptions, city treasurer, U.S. Prison, premium on refunding bond issue, Park City Relief fund, board of Public Works, real estate sold, municipal elections, gravel sold from Warm Springs property, fire insurance, claims and damages, special taxes, interest, State of Utah for Capitol grounds, franchises, refund special pay rolls, free public library, American pipe, building inspector's fees, sealer of weights and measurers fees, revenue, and sewers and drains.

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 State Archives permanently with authority to weed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9949
TITLE: Special funds receipts account book

(continued)

APPRAISAL:
Historical

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9948 3
TITLE: Special improvement district ledger
DATES: 1901-1903.
ARRANGEMENT: Numerical by special improvement district number
DESCRIPTION:

In this single volume is recorded information about extensions for water mains, sewers, street paving, curb and gutter installation. Information includes estimates (partial and final), total cost, pipe and specials, engineering, name of contractor, date of contract, date work commenced, date work completed, and the name of the inspector.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 56 3
TITLE: Special improvement tax sales and redemption records
DATES: 1922-1951.
ARRANGEMENT: Numerical by certificate or record number.
DESCRIPTION:

These five volumes record tax sales and redemptions for delinquent special taxes. Four of the five volumes are labeled on the spine: 3 601-900 (1922-1925) ; 4 901-1,200 (1925-1934); 6 1,501-1,800 (1930-1937); and 10 2701-3000 (1939 to 1947). The one unlabeled volume covers the period from 1943-1951. They contain: certificate number; name; subdivision or plat; block number; lot number; tax sales and tax redemptions (sidewalk, sewer, curb, and gutter, paving, street lighting); county taxes; appraisal value; legal description; description of improvements; and a small drawing of location of property.

RETENTION:

Retain 10 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This retention is based on the historical value of these volumes to document the sale and redemption of property for delinquent special taxes.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 56
TITLE: Special improvement tax sales and redemption records

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83180 3
TITLE: Special tax proof of publications and correspondence books
DATES: 1901-1920.
ARRANGEMENT: Numerical by extension number
DESCRIPTION:

These volumes document special tax levies which were properly announced according to legal requirements specified in city ordinance and state law.
The first is devoted to Water main Extensions 1901-1920. It contains lists of properties assessed, notices, copies of ordinances, and various correspondence. It also includes various notices for the police department, garbage wagon, street parking, extending the city limits, and salaries and duties of city officials.
The second volume is an invoice book that has been labeled "Paving Extension, Salt Lake City, No. 3". It includes copies of proof of publication forms and copy of legal notice taken from a local newspaper, copies of intention, levy, confirmation, levy, and confirmation. The third is labeled "Street Paving and Sidewalk Extensions". It spans the period from 1902-1915. Included are copies of ordinances, copies of legal notices printed in local a newspaper, and correspondence. The index portion of the volume (which appears at the beginning of the volume) was used as a table of contents.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 after payment of special levies. and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83180
TITLE: Special tax proof of publications and correspondence books

(continued)

APPRAISAL:
Historical

This retention is based on the historical value of these volumes to document the levy of special taxes for public improvements.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 60 3
TITLE: Special tax refund books
DATES: 1914-1917.
ARRANGEMENT: Alphabetical by type of tax, thereunder numerical by extension number.
DESCRIPTION:

These two volumes are used to record the payment of refunds for the overpayment of special taxes. They contain: name of special tax project; extension number; page number; owner; lot number; block number; plat or subdivision; number of front feet; refund per feet; date refunded and amount; total abatements; refunds, revenue, and surplus for project.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1988.

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 completion of project and then destroy.

APPRAISAL:

These volumes are obsolete and have no value after project has been completed. The Special Assessment Books provide the most valuable information on the assessment of special taxes.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 50 3
TITLE: Special taxes cash books
DATES: 1898-1914.; 1894-1895.
ARRANGEMENT: Chronological by date

DESCRIPTION:

These volumes contain a record of cash payments made for special taxes levied and collected for civic improvements. Headings vary but may list the year; date; name; amounts collected for water mains, sewer, paving; curb and gutter; interest total; special tax and extension number; total expended; warrant drawn (cash, time); warrants redeemed (cash and time); warrants outstanding; collection; auditor's balance; and/or treasurer's balance.

RETENTION:

Retain in Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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 State Archives permanently with authority to weed.

APPRAISAL:

Fiscal

These volumes are obsolete and should be destroyed. They were only needed for accounting purposes, but are no longer necessary. The assessment books provide the most complete information on special assessments and are retained permanently.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 50
TITLE: Special taxes cash books

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 5555 3
TITLE: Tax deeds
DATES: 1893-1899.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Generally quit-claim deeds turning property over to Salt Lake City when that property failed to be redeemed at a tax sale held to cover delinquent taxes on that property.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 5554 3
TITLE: Tax sale certificates
DATES: 1893-1899.
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Certificates noting tax assessment, delinquency of taxes, and the sale conducted to recover those delinquent taxes on real property.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 17777 3
TITLE: Telephone billings
DATES: undated
ARRANGEMENT: Chronological by date of billing
DESCRIPTION:

These are the actual bills for personal telephone service and long distance toll charges.

RETENTION:

Retain for 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 3.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) Calls personal in nature which have been reimbursed back to the City.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 58 3
TITLE: Trial balance books
DATES: 1896-1926.
ARRANGEMENT: chronological by date.
DESCRIPTION:

These are thirty pre-printed books titled "Labor-Saving Trial Balances with Recapitulations". There is one volume for 1896. From 1904 to 1910, the volumes are biannual and consist of two volumes a year. From 1911 to 1926, there is one volume a year. They contain the year; line number; titles of accounts; month, debits and credits; and recapitulation pages. They were used as preliminary ledgers of accounts.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

These volumes are obsolete and should be destroyed. This retention is based on the Municipal General Records retention Schedule approved 9/15/88.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9953 3
TITLE: Unidentified tax ledger
DATES: 1890-1894.
ARRANGEMENT: None
DESCRIPTION:

In this unidentified tax ledger is recorded payments for accounts for various individuals, the estates of deceased individuals, corporations, and organizations (The Church of Jesus Christ of Latter-day Saints). Information includes the name of the taxpayer, the date, an address, the amount due, and the date paid, the amount paid, and the balance. Inside the front cover are two loose papers, a special tax notice for the extension of water mains and a local tax notice.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 55 3
TITLE: Vehicle license books
DATES: 1914-1948.
ARRANGEMENT: Chronological by year, thereunder numerical by license number.
DESCRIPTION:

These five volumes record vehicle licenses issued to taxi drivers; junk collector's; ice cream vendors; and various sizes of trucks. The first and second volumes are labeled "Poll Tax Registers" and "Second & Sixth Precinct" and "Third and Fourth Precinct" and cover the period from 1914 to 1918. Inside the volumes poll tax has been scribbled out and lines drawn and dates placed. The first volume contains the type of license, name, address, remarks, and amount collected. The second volume contains the name, address, plate number, and remarks. The other volumes cover the period from 1936 to 1938 and 1946 to 1948. They contain the year; type of vehicle; license number; and name address of owner.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

These volumes are obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 57 3
TITLE: Voucher register
DATES: 1908-1921.
ARRANGEMENT: Chronological by month.
DESCRIPTION:

This is a single volume labeled "Treasurer Voucher Register 1" and was used to list all vouchers issued. It contains: month; voucher number; to and for; auditor's number; amount; salaries; office supplies and expenses; furniture and features; legal advertising; tax collection and expenses.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 4.

This retention is based on the municipal records retention schedule 9/15/84. This volume is obsolete and should be destroyed.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 57
TITLE: Voucher register

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9871 3
TITLE: Warrant correspondence
DATES: 1908-
ARRANGEMENT: Chronological
DESCRIPTION:

These two letter boxes in holdings (since consolidated into a single, cubic- foot box) are alphabetical files primarily of incoming letters, but do include copies of some of the city treasurer's outgoing correspondence. The correspondence is in regard to warrants for bonds issued to finance special projects (water, sewer, sidewalk extension).

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 2 years or until no longer needed for reference and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 9871
TITLE: Warrant correspondence

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 47 3
TITLE: Water assessment books
DATES: 1892-1897.
ARRANGEMENT: Alphabetical by name of person or business, thereunder chronological
DESCRIPTION:

These three books record the billings for water usage. The first book, "Water Assessments West", covers the period from July 1, 1892, to June 30, 1893. It lists: name of owner or agent; house number; street; categories of purposes for which water used with costs assessed; remarks; amount; total amount; when notified; when paid; receipt number; when charged.
The second volume, "Water Rate Collections", covers the period from July 1, 1893, to June 30, 1894. It lists name of person or business; street number; purposes for which water was used; total amount; and rate for month.
The third book is labeled "Water Rates Collected" and covers the period from 1896 to 1897. It is arranged chronologically by date and contains: the receipt number; payment received from; address; rate; whether paid in cash (amount and total); whether paid with script (certificate number); amount and total.

RETENTION:

Retain 5 years.

DISPOSITION:
Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1988.

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 transfer to State Archives.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 47
TITLE: Water assessment books

(continued)

APPRAISAL:
Historical

This retention is based on the historical value of these books to document water usage in Salt Lake City. They could be used for both community and family studies.

PRIMARY CLASSIFICATION:
Public

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 83304 3
TITLE: Water meter deposit book
DATES: 1900-1917.
ARRANGEMENT: Numerical by receipt or certificate number
DESCRIPTION:

These two books record the receipt of deposits for water meters. The first volume (1900 - 1916) contains the certificate number; date issued; name of person making deposit; amount credited; date redeemed; check number; and remarks. The second volume (1915-1917) is a carbon copy of a receipt and contains: the receipt number; date; name of person making deposit; amount of deposit; type and size of water meter; water meter number; address and signature.

RETENTION:

Retain 3 years.

DISPOSITION:
Destroy.

STATE RECORDS COMMITTEE STATUS:
This retention was approved by the State Records Committee on 12/01/1988.

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 deposit returned and then destroy.

APPRAISAL:

These volumes are obsolete and should be destroyed. The Water Assessment Books provide the best information on water usage for this period and are maintained permanently.

AGENCY: Salt Lake City (Utah). City Treasurer

SERIES: 54 3
TITLE: Water script registers
DATES: 1902-1902.
ARRANGEMENT: Chronological by date.

DESCRIPTION:

This register records water script issued by the Salt Lake City treasurer. Water script was issued for the payment of special taxes for the extension of the water system. The script was issued for varying amounts according to payments made. The script was non-interest bearing and was used for the payment of water rates on any premise in Salt Lake City. The register contains: the date, description of property (lot and block numbers, and plat or subdivision); script number; name of person issued; amount script issued; total; redeemed; date (month, day, year, amount); and reissued (amount and certificate number).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

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.

APPRAISAL:

This volume is obsolete and should be destroyed. This retention is based on the administrative value of these records which has passed more than 80 years ago. The Special Assessment Books for Waterline Extensions contain the same information including the the amount of water script issued and those volumes have been scheduled permanently.