

Retention and Classification Report

Agency: Bountiful (Utah) (110)

790 South 100 East
Bountiful, UT 84010
801-298-6140

Records Officer: Kim Coleman

85043 *Audit reports
85233 Balance sheets
85151 Building permits
13049 Business license applications
84888 *Business licenses files
84974 City Council minutes
85153 *Correspondence
24942 Drug test negative results
24362 Drug test positive results
85130 *Employee earnings status report
04483 Individual payroll records
84918 *Ordinances
22970 Payroll register, history and related files
84899 *Personnel files
84861 *Special improvement bonds

AGENCY: Bountiful (Utah)

SERIES: 85043

4

TITLE: Audit reports

DATES: i 1927-1976.

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited annually as required by law. The audit examines all revenues received by the city and compares them to the city's expenditures to evaluate the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

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.

Microfilm master: Retain in State Archives permanently.

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

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Bountiful (Utah)

SERIES: 85043

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Bountiful (Utah)

SERIES: 85233

3

TITLE: Balance sheets

DATES: i 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

Balance sheets for city personnel. Each sheet list expenditures by specific fund and shows total amount paid out for the time specified.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently.

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

AGENCY: Bountiful (Utah)

SERIES: 85151

4

TITLE: Building permits

DATES: i 1965-

ARRANGEMENT: Numerical by permit number.

DESCRIPTION:

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

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.

Microfilm duplicate: For records beginning in 1965 through 1974.
Retain in State Archives permanently.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

AGENCY: Bountiful (Utah)

SERIES: 85151

TITLE: Building permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Bountiful (Utah)

SERIES: 13049

3

TITLE: Business license applications

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

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 6, Item 2.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Bountiful (Utah)

SERIES: 84888

4

TITLE: Business licenses files

DATES: i 1973-1975.

ARRANGEMENT: Numerical by license number.

DESCRIPTION:

Licenses grant individual business the right to transact within the city limits according to specific city ordinances. All business operating within the city are required to have licenses. Information in the file includes name and address of the business; Application; beginning and ending date of the license; type of business; owners and their addresses; a license number; license renewal or original license; signatures of applications; officers names; and the license fee. Approval from regulatory department (ie. police, health, etc.) Licenses are normally issued annually.

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.

Microfilm duplicate: For records beginning in 1973 through 1975.
Retain in State Archives permanently.

AGENCY: Bountiful (Utah)

SERIES: 84974

4

TITLE: City Council minutes

DATES: i 1899-

ARRANGEMENT: Chronological.

DESCRIPTION:

The city and town council minute book were created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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.

Microfilm duplicate: For records beginning in 1899 through 1977.
Retain in State Archives permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Bountiful (Utah)

SERIES: 84974

TITLE: City Council minutes

(continued)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Bountiful (Utah)

SERIES: 85153

4

TITLE: Correspondence

DATES: i 1957-1978.

ARRANGEMENT: Chronological

DESCRIPTION:

Incoming and outgoing mail relating to city Administrative functions and matters.

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.

Microfilm duplicate: For records beginning in 1957 through 1978.
Retain in State Archives permanently.

AGENCY: Bountiful (Utah)

SERIES: 24942

3

TITLE: Drug test negative results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2006.

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.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 42.

AGENCY: Bountiful (Utah)

SERIES: 24942

TITLE: Drug test negative results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 24362

3

TITLE: Drug test positive results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2006.

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 or until administrative need ends whichever is shorter and then destroy provided it is transferred to personnel file if disciplinary action is taken.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 41.

AGENCY: Bountiful (Utah)

SERIES: 24362

TITLE: Drug test positive results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Bountiful (Utah)

SERIES: 85130

4

TITLE: Employee earnings status report

DATES: i 1974-1976.

ARRANGEMENT: Chronological

DESCRIPTION:

Computer generated report listing all pay issued to employees. Each report is broken down into categories such as hours spent on the job, sick and annual leave, federal and state taxes, benefits, and net earnings.

RETENTION:

Retain 58 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.

Microfilm master: Retain in State Records Center for 58 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 4.

AGENCY: Bountiful (Utah)

SERIES: 85130

TITLE: Employee earnings status report

(continued)

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Bountiful (Utah)

SERIES: 4483

3

TITLE: Individual payroll records

DATES: 1952-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 11.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Bountiful (Utah)

SERIES: 84918

4

TITLE: Ordinances

DATES: i 1964-1977.

ARRANGEMENT: Numerical by ordinance number

DESCRIPTION:

Ordinances are laws created by the city council. They are enactments which govern and maintain the operation of the city for peace, benefit, and regulation of the municipality. Each separate law may carry a penalty or fine and must not conflict with The Utah State Constitution or The United States Constitution. Each ordinance is discussed in open council meetings, and take effect 20 days after being passed. Ordinances deal with the employment of elected and appointed officials; vehicles and traffic control; water use and allocation; fire and police protection; business and merchant regulation; and the establishment of fees and fines for city services.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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.

Microfilm duplicate: For records beginning in 1964 through 1977.
Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Bountiful (Utah)

SERIES: 84918

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Bountiful (Utah)

SERIES: 22970

3

TITLE: Payroll register, history and related files

DATES: 1952-

ARRANGEMENT: Chronological by year, thereunder alphabetical by name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years.

DISPOSITION:

Transfer to the State Archives permanently.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/2003.

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 microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

AGENCY: Bountiful (Utah)

SERIES: 22970

TITLE: Payroll register, history and related files

(continued)

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

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

AGENCY: Bountiful (Utah)

SERIES: 84899

4

TITLE: Personnel files

DATES: i 1966-1976.

ARRANGEMENT: Alphabetical by employee surname

DESCRIPTION:

A file, maintained by the city personnel office, is created for each employee upon hire. The file is retained and updated throughout the term of employment. Files may contain a W4; employment applications; requests for employment from Job Service; action notices for hire or termination; any correspondence between employee and employer regarding employment.

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.

Microfilm duplicate: Retain in Office for 58 years and then destroy.

AGENCY: Bountiful (Utah)

SERIES: 84861

4

TITLE: Special improvement bonds

DATES: s 1967.

ARRANGEMENT: none

DESCRIPTION:

Bonds are sold to fund a specific municipal improvement or building project. The governing body of the municipality levies the assessment based on an ordinance or resolution. To obtain a bond, bids are received and reviewed. The bonds are sold at a set price and mature within a given time period as they accrue interest. Information includes state, county and city that issues the bond; series number and date; amount of the bond; legal stipulations and rate per annum; and the mayor and city recorder's signatures. The debt must apply to projects within the lawful limits of the city according to law.

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.

Microfilm duplicate: For records prior to and including 1967.
Retain in State Records Center for 40 years and then destroy.