

# Retention and Classification Report

**Agency:** Bountiful (Utah) (110)

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Bountiful, UT 84010  
801-298-6140

**Records Officer:** Shawna Andrus

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**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

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

**APPRAISAL:**

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

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.

**PRIMARY DESIGNATION:**

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.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

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

**AGENCY:** Bountiful (Utah)

**SERIES:** 29234

1

**TITLE:** Bountiful Ordinance

**DATES:** 2015-

**ARRANGEMENT:**

**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

**AGENCY:** Bountiful (Utah)

**SERIES:** 29362

3

**TITLE:** Budgets

**DATES:** 2007-

**ARRANGEMENT:** none

**DESCRIPTION:**

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**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.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Building permit files, GRS-990.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

**APPRAISAL:**

These records have administrative value(s).

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 DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**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).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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:**

These records support the agency's function to establish city resolutions, prescribe rules and regulations consistent with State law, and to execute all other assigned responsibilities in an open and efficient manner (Bountiful Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1899 through 1977. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1899 through 2015. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1899 and continuing to the present. Retain in Office for 10 years.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are of historical interest as they document the decisions and actions of a municipal government.

**AGENCY:** Bountiful (Utah)

**SERIES:** 84974

**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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 for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Drug test negative results, GRS-926.

**AUTHORIZED:** 04-01-2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Drug test positive results, GRS-925.

**AUTHORIZED:** 04-01-2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after disciplinary action moved to personnel file or until administrative need ends whichever is shorter and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in Archives for 58 years and then destroy.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(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.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Bountiful (Utah)

**SERIES:** 29236

3

**TITLE:** Ordinances

**DATES:** 2015-

**ARRANGEMENT:** n/a

**DESCRIPTION:**

These ordinances are rules, laws or statutes adopted by a local legislative body. Records include codified ordinances and indexes.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Ordinances, GRS-49.

**AUTHORIZED:** 04-01-2017

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bountiful (Utah)

**SERIES:** 22970

1

**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 for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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.

**APPRAISAL:**

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

**AGENCY:** Bountiful (Utah)

**SERIES:** 22970

**TITLE:** Payroll register, history and related files

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in Archives 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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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