Retention and Classification Report

Agency: Weber County (Utah). County Auditor (1288)

Weber Center
2380 Washington Blvd. #320
Ogden, UT 84401

Records Officer

22847		Abatement application files
22340	*	Adopted annual budgets
05298		Annual financial reports
05303	*	Apportionment notices
22357		Approved budgets
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06809		General ledger detail report
19890		Internal audit reports
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05000		Payroll journals
21031	*	Reports and statements
13544	*	Revenue ledgers
12614	*	Salary certificates
22359	*	Subsidiary ledgers
12615	*	Tax deeds
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05300	*	Tax statement books
04871	*	War bond sales records
12510	*	War bonds payroll records
05363		Warrant registers

AGENCY: Weber County (Utah). County Auditor

SERIES: 22847 3
TITLE: Abatement application files
DATES: 1990-
ARRANGEMENT: Chronological, thereunder numerical by application number
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. These files contain application forms (form TC-40CY County application indigent abatement and circuit breaker application) completed by taxpayers requesting exemption of property tax. Includes applicant's name, address, birth date, age, social security number; property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken.

RETENTION:

Retain 6 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 1.

AUTHORIZED: 04/10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

AGENCY: Weber County (Utah). County Auditor

SERIES: 22847
TITLE: Abatement application files

(continued)

PRIMARY DESIGNATION:
Private

SECONDARY DESIGNATION(S):
Public. Applicant's name, amount of exemption, property tax serial number, number of acres

AGENCY: Weber County (Utah). County Auditor

SERIES: 22340 1
TITLE: Adopted annual budgets
DATES: 1980; 1989.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION:

Retain until administrative need ends.

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

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 administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Weber County (Utah). County Auditor

SERIES: 5298 3
TITLE: Annual financial reports
DATES: 1898-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the statistical reports on the financial affairs of the entire county. These reports usually include a statement on the value of the all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Fiscal Historical
Disposition based on the value of these records in documenting agency/program fiscal policies, allocation procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 5303 3
TITLE: Apportionment notices
DATES: 1906-1912.
ARRANGEMENT: Alphanumerical
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Auditor

SERIES: 22357 3
TITLE: Approved budgets
DATES: 1980-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

RETENTION:

Retain until administrative need ends

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency/program achievements, fiscal policies, procedures, and function.

AGENCY: Weber County (Utah). County Auditor

SERIES: 22357
TITLE: Approved budgets

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 22338 3
TITLE: Audit reports
DATES: 1960-1989.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

RETENTION:

Retain until admninstrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Weber County (Utah). County Auditor

SERIES: 22338
TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical
Disposition based on the value of these records in documenting agency/program achievements, fiscal policies, procedures, and function. 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: Weber County (Utah). County Auditor

SERIES: 13543 3
TITLE: Budget ledgers
DATES: 1975-1977.
ARRANGEMENT: numerical by ledger number
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Weber County (Utah). County Auditor

SERIES: 5362 3
TITLE: Employee payroll records
DATES: 1983-
ARRANGEMENT: Chronological, thereunder numerical by department number
ANNUAL ACCUMULATION:
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. 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:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

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

AGENCY: Weber County (Utah). County Auditor

SERIES: 5362
TITLE: Employee payroll records

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:
Private

AGENCY: Weber County (Utah). County Auditor

SERIES: 6809 3
TITLE: General ledger detail report
DATES: 1980-
ARRANGEMENT: Numerical by account number
ANNUAL ACCUMULATION:
DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

Microfilm duplicate: Retain in Office for 10 years and then destroy.

APPRAISAL:

AGENCY: Weber County (Utah). County Auditor

SERIES: 6809
TITLE: General ledger detail report

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 19890 3
TITLE: Internal audit reports
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These reports are written and prepared as results of internal financial and performance audits. These audits are conducted as necessary depending on factors such as risk assessment and the priorities established by the audit committee and are used as a management tool in improving county operations. These reports include audit findings and recommendations.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 80.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 20 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical
This disposition is based on the record's primary administrative and financial values and its secondary historical value. These reports are critical in the review and the evaluation of county programs.

AGENCY: Weber County (Utah). County Auditor

SERIES: 19890
TITLE: Internal audit reports

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 19889 3
TITLE: Internal audit working papers
DATES: 1996-
ARRANGEMENT: Chronological, thereunder alphanumerical by a cross-referencing code
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These working papers provide the supporting documentation for internal audits. They support conclusions, findings, and recommendations of the internal audit. They are used for reference purposes in determining how an audit was conducted. The papers include questionnaires, interviews, test data, memoranda, copies of source documents (e.g., invoices, purchase requests), spreadsheets, methodological statements,and audit conclusions.

RETENTION:

Retain 7 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal
This disposition is based on fiscal and administrative needs expressed by the department.

AGENCY: Weber County (Utah). County Auditor

SERIES: 19889
TITLE: Internal audit working papers

(continued)

PRIMARY DESIGNATION:
Protected UCA 63G-2-305(9)

AGENCY: Weber County (Utah). County Auditor

SERIES: 5000 3
TITLE: Payroll journals
DATES: 1974-
ARRANGEMENT: Chronological, thereunder numerical by office code
ANNUAL ACCUMULATION:
DESCRIPTION:

This journal is a numerical listing by check number and agency codes of all payroll checks issued by the county. 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:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

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

APPRAISAL:

AGENCY: Weber County (Utah). County Auditor

SERIES: 5000
TITLE: Payroll journals

(continued)

PRIMARY DESIGNATION:
Private

AGENCY: Weber County (Utah). County Auditor

SERIES: 21031 3
TITLE: Reports and statements
DATES: 1909-1939; 1943-1953; 1960-1963, 1965.
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

These books document the various annual reports and statements made by the county auditor. They include salary statements, detailed statement of receipts, department and taxing entities budget proposals, various diagrams and graphs illustrating expenditures and revenues, and related correspondence.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 13544 3
TITLE: Revenue ledgers
DATES: 1972-1979.
ARRANGEMENT: Numerical by book number
ANNUAL ACCUMULATION:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

AGENCY: Weber County (Utah). County Auditor

SERIES: 12614 4
TITLE: Salary certificates
DATES: 1899-1900.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Letterpress book contains copies of certificates which specify individual employees who are entitled to receive payment for services provided to the county. It includes date, employee name, amount, purpose, and county auditor's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative
This disposition is based on the poor condition of the book (pages worn and faded) and its marginal research value. It is obsolete and should be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 22359 3
TITLE: Subsidiary ledgers
DATES: 1900-1901; 1906-1907.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 20.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 12615 4
TITLE: Tax deeds
DATES: i 1912-1913.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.10 cubic feet.
DESCRIPTION:

This book contains copies of tax deeds issued to persons purchasing real property sold at tax sales. It includes date, purchaser's name, county treasurer's name, delinquent property tax amount, legal description, and signatures of the county auditor and witness. It also includes an alphabetical index.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on the historical value of these records to document tax sales.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 13159 3
TITLE: Tax deeds transfer record books
DATES: 1893-1922.
ARRANGEMENT: Chronological, thereunder geographical
TOTAL VOLUME:
DESCRIPTION:

These record book log transactions taken in regard to sales of property for delinquent taxes. Includes legal description of property, taxes for years, sales, book where deed recorded, etc.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 7.

AUTHORIZED: 04/22/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Legal
These logs list the recording of the deeds in the recorder's office and are thus not the record copy.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 5299 3
TITLE: Tax sale reports
DATES: 1900-1918.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:
These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:
Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 5300 3
TITLE: Tax statement books
DATES: 1899-1904.
ARRANGEMENT: Alphanumerical
TOTAL VOLUME:
DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Weber County (Utah). County Auditor

SERIES: 4871 3
TITLE: War bond sales records
DATES: 1917.
ARRANGEMENT: Alphabetical by community.
TOTAL VOLUME:
DESCRIPTION:

This volume, entitled "Record of War Activities in Weber County" records individual purchases/donations and amounts in each community of liberty bonds, war savings stamps, red cross, and war chest.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
These records have evidentiary value and provide context to World War I and its effect on the citizens of Utah.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 12510 3
TITLE: War bonds payroll records
DATES: 1942-1948.
ARRANGEMENT: Chronological
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These records document the purchase by Weber County employees of World War II-War bonds. They include include ledger sheets (date, employee name, balance, deductions, and bonds balance) and lists of war savings bonds issued (date, employee name and address, amount, and employee signature).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This disposition is based on the historical value of these records to document public employees commitment to the war effort during World War II.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Auditor

SERIES: 5363 3
TITLE: Warrant registers
DATES: 1977-
ARRANGEMENT: Chronological, thereunder numerical by warrant number
TOTAL VOLUME:
DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 28.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office for 7 years and then destroy.

APPRAISAL:

AGENCY: Weber County (Utah). County Auditor

SERIES: 5363
TITLE: Warrant registers

(continued)

PRIMARY DESIGNATION:
Public