

# Retention and Classification Report

**Agency:** West Valley City (Utah). Finance Department (1347)

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West Valley City, UT 84119  
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## Records Officer

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85270 Cash receipts  
84386 Deductions and other earnings register  
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85271 Witness and jury pay vouchers

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85095

4

**TITLE:** Accounts payable

**DATES:** i 1980-1982.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**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 Records Center for 4 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6813

3

**TITLE:** Accounts payable files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by vendor's name

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85250

3

**TITLE:** Bids and quotes

**DATES:** 1980-

**ARRANGEMENT:** chronological, thereunder numerical by bid number

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85250

**TITLE:** Bids and quotes

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 82803

3

**TITLE:** Business license file

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name of business

**DESCRIPTION:**

These files are used for licensing businesses in West Valley City as required by city ordinance. These files contain an application for a business license, inspection reports, and related correspondence. The application includes: the name of the business; address, phone number, and address; name of applicant, name, address, phone number, and social security number; emergency phone number; type of organization; description of business; license number; fees paid; signature of applicant; whether license granted; signatures of licensing official and the city treasurer, licensing official and the city treasurer.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1988.

**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 expiration of license and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 82803

**TITLE:** Business license file

(continued)

**APPRAISAL:**

Administrative

This retention is based upon the Municipal Financial General Records Retention Schedule (1985) and the administrative needs expressed by the division.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85270

3

**TITLE:** Cash receipts

**DATES:** 1980-

**ARRANGEMENT:** Numerical by receipt number

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**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 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 84386

3

**TITLE:** Deductions and other earnings register

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

**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 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6766

3

**TITLE:** Employee earnings record file

**DATES:** 1981-1985.

**ARRANGEMENT:** Alphabetical by department and name

**DESCRIPTION:**

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

**RETENTION:**

Retain until microfilmed.

**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 Office until microfilmed and then destroy provided microfilm has passed inspection.

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6766

**TITLE:** Employee earnings record file

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 84387

3

**TITLE:** General ledgers

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

Computer generated general ledger reports for West Valley City. Some of the reports include: appropriations report, expenditures and encumbrances ledger, check warrant register, vendor lists, outstanding encumbrances report, and revenue report.

**RETENTION:**

Retain 10 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 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in Archives for 10 years and then destroy.

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 84387

**TITLE:** General ledgers

(continued)

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

This retention is based on the Municipal Financial General Records Retention Schedule (3/89).

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 13280

3

**TITLE:** Journal entries

**DATES:** 1980-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**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 10 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10251

3

**TITLE:** License registers

**DATES:** 1980-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10251

**TITLE:** License registers

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 4.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6857

3

**TITLE:** Official administrative correspondence

**DATES:** 1980-1985.

**ARRANGEMENT:** Alphabetical by department

**DESCRIPTION:**

these files contain correspondence between city departments concerning financial matters of West Valley City.

**RETENTION:**

Retain until microfilmed.

**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 until Administrative need ends and then destroy.

Microfilm master: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 42.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6857

**TITLE:** Official administrative correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 17176

3

**TITLE:** Official correspondence

**DATES:** 1986-

**ARRANGEMENT:** Alphanumerical by department/division/date

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

these files contain the program correspondence for the Finance Department. They document the actions of this office.

**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.

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

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 17.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10020

3

**TITLE:** Payroll files

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**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 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 8, Item 11.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 10020

**TITLE:** Payroll files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6789

3

**TITLE:** Payroll journals

**DATES:** 1980-1982.

**ARRANGEMENT:** Alphabetical by department, thereunder by name

**ANNUAL ACCUMULATION:**

**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 permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 7 years after being microfilmed and then destroy provided microfilm has passed inspection and provided employee earning file is transferred to personnel file.

Microfilm master: Retain in Office permanently.

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6789

**TITLE:** Payroll journals

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6812

3

**TITLE:** Payroll-time sheets

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.



**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 6812

**TITLE:** Payroll-time sheets

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85271

3

**TITLE:** Witness and jury pay vouchers

**DATES:** 1980-

**ARRANGEMENT:** Numerical by voucher number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**RETENTION:**

Retain for 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** West Valley City (Utah). Finance Department

**SERIES:** 85271

**TITLE:** Witness and jury pay vouchers

(continued)

**PRIMARY CLASSIFICATION:**

Public