Retention and Classification Report

Agency: Ogden (Utah). Community Development (1391)

2549 Washington Blvd., Suite 120
Ogden, UT 84401

Records Officer

24902	HUD grant project loan files
24903	HUD grant project loan files unsuccessful
13558	Neighborhood development agency program budget reports
24986	Publications

AGENCY: Ogden (Utah). Community Development

SERIES: 24902 3
TITLE: HUD grant project loan files
DATES: 1970-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are records pertaining to home loan applications under the federal HUD grant project program. Information given by loan applicants include but not limited to name, address, social security number, credit reports, banking information, credit card numbers, employment records, etc.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2003.

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 for 5 years after reconveyance of property and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Ogden (Utah). Community Development

SERIES: 24902
TITLE: HUD grant project loan files

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Ogden (Utah). Community Development

SERIES: 24903 3
TITLE: HUD grant project loan files unsuccessful
DATES: 1970-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are records pertaining to home loan applications under the federal HUD grant project program which were unsuccessful in participating in the program. Information given by loan applicants include but not limited to name, address, social security number, credit reports, banking information, credit card numbers, employment records, etc.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2003.

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 for 3 years after determination is made of no participation and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Ogden (Utah). Community Development

SERIES: 24903
TITLE: HUD grant project loan files unsuccessful

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Ogden (Utah). Community Development

SERIES: 13558 3
TITLE: Neighborhood development agency program budget reports
DATES: 1969-
ARRANGEMENT: none
DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Ogden (Utah). Community Development

SERIES: 13558
TITLE: Neighborhood development agency program budget reports

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:
Public

AGENCY: Ogden (Utah). Community Development

SERIES: 24986 3
TITLE: Publications
DATES: 1977-
ARRANGEMENT: Chronological by date.
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public