

Retention and Classification Report

Agency: Orem (Utah). Administrative Services (1413)
56 North State Street
Orem, UT 84057
224-7074

Records Officer: Tara Calancea

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27527 Accounts receivable checks
22942 Business licenses
82710 Cancelled checks (payroll, general fund, group insurance, wo
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AGENCY: Orem (Utah). Administrative Services

SERIES: 85094

3

TITLE: Accounts payable records

DATES: 1977-

ARRANGEMENT: Chronological by date.

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.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 09/20/2000

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

APPRAISAL:

AGENCY: Orem (Utah). Administrative Services

SERIES: 85094

TITLE: Accounts payable records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 27527

1

TITLE: Accounts receivable checks

DATES: 2010-

ARRANGEMENT: Chronologically by date received

DESCRIPTION:

Accounts receivable checks are checks taken for utility payments, library payments, fitness and senior center payments, and public works and cemetery payments. They are scanned through a bank provided program that makes a legal electronic copy that is instantly deposited to the account and makes the paper checks useless except perhaps for short term reference (1-2 weeks maximum). Information on the checks includes: name, address, checking account information, telephone number and the total amount of the check.

RETENTION:

Retain until administrative need ends.

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 administrative need ends and then destroy.

APPRAISAL:

Fiscal
fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 22942

3

TITLE: Business licenses

DATES: 1948-

ARRANGEMENT: Alphabetical by name of business

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 3 years after final renewal of license.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 77.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 82710

3

TITLE: Cancelled checks (payroll, general fund, group insurance, workers' compensation insurance)

DATES: 1978-

ARRANGEMENT: numerical by check number

ANNUAL ACCUMULATION: 0.50 cubic feet.

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.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 85136

4

TITLE: Check copy file

DATES: i 1977-1980.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a carbon copy or photocopy of checks issued and maintained solely as a quick reference source.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1977 through 1980.
Retain in State Records Center for 1 year and then destroy.

AGENCY: Orem (Utah). Administrative Services

SERIES: 82893

3

TITLE: Comprehensive Employment and Training Program (CETA) and Public Employment Program (PEP) personnel files

DATES: 1976-

ARRANGEMENT: Chronological, thereunder alphabetical by last name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through two federally funded programs the PEP and the CETA. These employees were not later hired as full-time regular city employees. These files include applications, contracts to hire, and invoices for wages.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based upon 20 CFR 676.35. These provisions provide that the recipient of such funding "shall maintain a record of each participant's participation in a CETA program including dates of entry and termination of each activity" and to "retain such for each participant for a period of five years from the date of enrollment." The provisions of the Public Service Employment Program indicate that records are retained for "a period of five years" (20 CFR 678).

AGENCY: Orem (Utah). Administrative Services

SERIES: 27512

1

TITLE: Credit card transactions

DATES: undated

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

This record series contains files for Orem City credit card transactions, including: date of transaction, total cost of the transaction, the authorization number, a partial credit card number, the location of the transaction and occasionally the card holder's name.

RETENTION:

Retain 15 years in agency records center.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Compact disc: Retain in Office for 0 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
administrative, fiscal, legal

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 27512

TITLE: Credit card transactions

(continued)

SECONDARY DESIGNATION(S):

Private

AGENCY: Orem (Utah). Administrative Services

SERIES: 22941

3

TITLE: Customer application signature cards

DATES: 1919-1998.

ARRANGEMENT: Alphabetical by last name of applicant

ANNUAL ACCUMULATION:

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public 2-30-6-19 Orem City Code

AGENCY: Orem (Utah). Administrative Services

SERIES: 22940

3

TITLE: Daily revenue report

DATES: 1919-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 5.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public 2-30-6-19 Orem City Code

AGENCY: Orem (Utah). Administrative Services

SERIES: 27510

3

TITLE: First Party (City) property damage and subrogation files

DATES: 2006-

ARRANGEMENT: By file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION:

Retain 3 years.

DISPOSITION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

AUTHORIZED: 09/09/2010

FORMAT MANAGEMENT:

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:

Administrative
Administrative

AGENCY: Orem (Utah). Administrative Services

SERIES: 27510

TITLE: First Party (City) property damage and subrogation files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

Protected

AGENCY: Orem (Utah). Administrative Services

SERIES: 26152

3

TITLE: First party (city) property damage and subrogation files

DATES: 1919-

ARRANGEMENT: Numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 1.

AUTHORIZED: 08/07/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Orem (Utah). Administrative Services

SERIES: 24595

3

TITLE: General administrative records - town meeting sign-in sheets

DATES: 1993-2015.

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is a sign-in sheet for citizens attending town meetings. It requests the name, address, and phone number. The city gathers the information to assist in following up with the citizens about issues they raised in the meeting.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: 12/02/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 24595

TITLE: General administrative records - town meeting sign-in sheets

(continued)

SECONDARY DESIGNATION(S):

Private. Addresses and phone numbers are to be deleted from the record before released to the public.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Orem (Utah). Administrative Services

SERIES: 26042

3

TITLE: Insurance deduction files

DATES: 1919-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal Legal

PRIMARY DESIGNATION:

Private

AGENCY: Orem (Utah). Administrative Services

SERIES: 26040

3

TITLE: Investment accounting monthly reports

DATES: 1919-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 34.

AUTHORIZED: 12/05/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 22939

3

TITLE: Monthly/bi-monthly/annual meter books

DATES: 1983-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 22.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public 2-30-6-19 Orem City Code

AGENCY: Orem (Utah). Administrative Services

SERIES: 22938

3

TITLE: Monthly/bi-monthly/annual meter reports

DATES: 1983-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 22.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public 2-30-6-19 Orem City Ordinance

AGENCY: Orem (Utah). Administrative Services

SERIES: 84870

4

TITLE: Payroll register

DATES: 1919-

ARRANGEMENT: Numerical by department, thereunder numerical by employee number

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 7 or 58 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 31.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

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

Paper: For records beginning in 1982 and continuing to the present. Retain in Office for 7 years and then destroy provided the agency has employee history files.

AGENCY: Orem (Utah). Administrative Services

SERIES: 84870

TITLE: Payroll register

(continued)

APPRAISAL:

Administrative Fiscal Legal

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

PRIMARY DESIGNATION:

Private 2-30-6-19 Orem City Code

SECONDARY DESIGNATION(S):

Public. 2-30-5-4 Orem City Code

AGENCY: Orem (Utah). Administrative Services

SERIES: 84901

4

TITLE: Personnel files

DATES: i 1973-

ARRANGEMENT: Alphabetical by employee surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain 30 years after separation.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 01/31/2005

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or 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 Office for 65 years and then destroy.

APPRAISAL:

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Orem (Utah). Administrative Services

SERIES: 84901

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: Orem (Utah). Administrative Services

SERIES: 26041

3

TITLE: Special assessment ledgers

DATES: 1919-

ARRANGEMENT: Chronological by year thereunder by month

ANNUAL ACCUMULATION:

DESCRIPTION:

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/05/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 84872

4

TITLE: Special improvement bonds

DATES: undated

ARRANGEMENT: Numerical by bond series number.

ANNUAL ACCUMULATION:

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: Retain in State Archives permanently.

AGENCY: Orem (Utah). Administrative Services

SERIES: 26043

3

TITLE: Subsidiary ledger and journal files

DATES: 1919-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/05/2005

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 24046

3

TITLE: Tank fire records

DATES: 1996-1997.

ARRANGEMENT: Alphabetical by subject

TOTAL VOLUME: 1.20 cubic feet.

DESCRIPTION:

These records document the addressing of issues pertaining to the process of requesting Federal Emergency Watershed Protection (EWP) in 1996 for range land located in the northeast section of Orem City. Included are meeting minutes, agreements, articles, costs, county parcel information, emergency water contract, EWP literature, EWP mitigation report, forest service report, correspondence, maps, property owner checklist, signed fences, silt fences and tank fire.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 13.

AUTHORIZED: 12/12/2001

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

AGENCY: Orem (Utah). Administrative Services

SERIES: 24046

TITLE: Tank fire records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 22936

3

TITLE: Trouble-call work orders

DATES: 1983-

ARRANGEMENT: Numerical by account number

TOTAL VOLUME:

DESCRIPTION:

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION:

Retain 3 years after resolution date.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 7.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Administrative Services

SERIES: 22932

3

TITLE: Utility payment records

DATES: 1919-

ARRANGEMENT: Chronological by date

TOTAL VOLUME:

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 27.

AUTHORIZED: 05/22/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 2-30-6-19 Orem City Code