

# Retention and Classification Report

**Agency:** Washington County (Utah). County Auditor (1437)

Washington County Courthouse  
18 South Main, P.O. Box 189  
St. George, UT 84770

## Records Officer

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**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26673

3

**TITLE:** Accounts payable

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder alphabetically by vendor

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 1.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26673

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 27835

3

**TITLE:** Annual Financial Report

**DATES:** 1960, 1966, 1968.

**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.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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:**

Fiscal Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 3.

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26658

3

**TITLE:** Audit reports

**DATES:** 1925-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. They include financial statements and balance sheets for county funds.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**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 Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26658

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 6.

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 CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 28122

3

**TITLE:** Bank statements

**DATES:** 2007-

**ARRANGEMENT:** Alphabetical by bank name thereunder chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 6.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 28122

**TITLE:** Bank statements

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26676

3

**TITLE:** Budget working files

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain working papers used in preparation of the final county budget. They justify budget requests presented to the county commission and include departmental requests, work-up sheets, cost estimates, rough data accumulated in preparation of annual budget estimates, correspondence, and documentation for approval of the final budget.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 after close of calendar year covered by budget and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy provided no pending litigation.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 3, Item 6.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26676

**TITLE:** Budget working files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26657

3

**TITLE:** Check registers

**DATES:** 1990-

**ARRANGEMENT:** Numerical by check number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 8.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26657

**TITLE:** Check registers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26672

3

**TITLE:** Equalization files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder numerical by file number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the activities of the Board of Equalization. They contain appeal applications, related documentation, and results regarding assessment of real property values. The files include copies of agenda, valuation notices, appraisal reports, notices of adjustment, lists of appeals, and may include decisions.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**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 Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 10.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26672

**TITLE:** Equalization files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26674

3

**TITLE:** Fixed asset lists

**DATES:** 2002-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These worksheets are used to create annual reports and include a list of all county owned property (real estate), vehicles, equipment, and furniture. They include invoices and other information about the acquisition, depreciation, and disposition of county property.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 Agency Record Center. Retain in Agency Record Center for 9 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah County General Records Retention Schedule, Schedule 4, Item 4.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26674

**TITLE:** Fixed asset lists

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26656

3

**TITLE:** Journal entries

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date and thereunder numerical by journal entry number.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are a listing of accounting adjustments made to the general ledger. They list the general ledger accounts adjusted and provide an explanation of the adjustment. Backup is included in the form of an explanation of the entry, description, or documentation.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**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 Agency Record Center. Retain in Agency Record Center for 7 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26656

**TITLE:** Journal entries

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26700

3

**TITLE:** Payroll register

**DATES:** 1943-

**ARRANGEMENT:** Chronological by year and thereunder alphabetical by employee surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is an alphabetical listing by employee name of all payroll checks issued by the county. This register is used to reference specific payroll checks and is the only record of employee salaries and, therefore, serves as the employee earnings history file. It includes employee name, employee number, date, check number, types and amounts of individual deductions, number of hours worked, and amount of check.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/2003.

**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.

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 63 years and then destroy.

Microfilm duplicate: Retain in Office for 63 years and then destroy.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26700

**TITLE:** Payroll register

(continued)

**APPRAISAL:**

Fiscal Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26701

3

**TITLE:** Retirement reports

**DATES:** 1973-

**ARRANGEMENT:** Chronological by pay period thereunder alphabetical by employee surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These reports are generated each pay period by the county and by Utah Retirement Systems. They list all employer and employee contributions for covered employee. Information includes social security number, member/employee name, earnings, and total contributions made to retirement, 401K, 457, and Roth IRA accounts.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2004.

**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 transfer to Agency Record Center. Retain in Agency Record Center for 61 years or until three years after death or retirement of employee and then destroy.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26701

**TITLE:** Retirement reports

(continued)

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 8, Item 20.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26675

3

**TITLE:** Tax levy worksheets

**DATES:** 1967-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. They are used to calculate the official tax levy for each district within the county and include the names of government entities, year, purpose of the levy, legal authorization, mills levied, total levy, certification by taxing unit (date & authorized signature), and certification by county auditor. All necessary backup information is attached to the forms.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 03/01/1991.

**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 and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26675

**TITLE:** Tax levy worksheets

(continued)

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County  
General Records Retention Schedule, Schedule 13, Item 4.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Washington County (Utah). County Auditor

**SERIES:** 26699

3

**TITLE:** Time sheets

**DATES:** 1980-

**ARRANGEMENT:** Chronological by pay period thereunder alphabetical by department.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

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

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 17.