Retention and Classification Report

Agency: Carbon County (Utah). County Auditor (1441)

Carbon County Courthouse
120 East Main
Price, UT 84501
637-4700

Records Officer

10173	Accounts receivable
22051	Audit reports
85300	*Bounty certificates
06554	Financial reports
25649	Income tax form records (W-2 and 1099)
26593	Indigent poor financial records
10170	Payroll register
22916	Property tax exemption records

AGENCY: Carbon County (Utah). County Auditor

SERIES: 10173 3
TITLE: Accounts receivable
DATES: 1890-
ARRANGEMENT: Numerical by vendor number
DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in Office for 10 years and then destroy.

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 5, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Auditor

SERIES: 22051 3
TITLE: Audit reports
DATES: 1975-1978; 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year.
Includes statements of receipts and disbursements and established funds of the county.

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 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.

Digital image: Retain in Office permanently.

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.

AGENCY: Carbon County (Utah). County Auditor

SERIES: 22051
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Auditor

SERIES: 85300 4
TITLE: Bounty certificates
DATES: i 1901-1909.
ARRANGEMENT: Numerical by certificate number
DESCRIPTION:

To eliminate predator problems within the county a bounty system was established to pay hunters to kill specific animals. Each hunter needed to bring the skins to the auditor's office within 60days of the kill. The skins were individually priced and payment was made upon receipt.

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.

Microfilm master: For records beginning in 1901 through 1909. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1901 through 1909. Retain in State Archives permanently.

APPRAISAL:

Historical
This disposition is based on Utah County General Records Retention Schedule, Schedule 14, Item 5.

This disposition is based on the record's secondary informational value. These volumes inform policies of predator control, issues of extermination of predators, and the livestock deaths on range areas.

AGENCY: Carbon County (Utah). County Auditor

SERIES: 85300
TITLE: Bounty certificates

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Carbon County (Utah). County Auditor

SERIES: 6554 3
TITLE: Financial reports
DATES: 1986-
ARRANGEMENT: Alphabetical by report, thereunder numerical by account number.
DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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.

Computer output microfiche master: Retain in State Archives permanently with authority to weed.

Computer output microfiche duplicate: Retain in Office permanently.

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

Microfiche master: Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

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

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

AGENCY: Carbon County (Utah). County Auditor

SERIES: 6554
TITLE: Financial reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

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

These reports document the financial affairs of the county or a specific department. They record a statement on the value of all county owned property, and account for all income and expenditures. They are useful in future planning and allocation of funds.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Auditor

SERIES: 25649 3
TITLE: Income tax form records (W-2 and 1099)
DATES: 2004-
ARRANGEMENT: alphabetical by county employee's name

DESCRIPTION:

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

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 until microfilmed and then destroy provided microfilm has passed inspection.

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

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

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 16.

AGENCY: Carbon County (Utah). County Auditor

SERIES: 25649
TITLE: Income tax form records (W-2 and 1099)

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: Carbon County (Utah). County Auditor

SERIES: 26593 3
TITLE: Indigent poor financial records
DATES: 1930-1947
ARRANGEMENT: numerical by file number
DESCRIPTION:

Each file contains a receipt, correspondence, recipient names, and county treasurers note.

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical

Documents the financial process of caring for indigent poor near the Great Depression.

PRIMARY CLASSIFICATION:

Public

AGENCY: Carbon County (Utah). County Auditor

SERIES: 10170 3
TITLE: Payroll register
DATES: 1980-
ARRANGEMENT: Chronological, thereunder by employee number
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.

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.

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

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

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

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

AGENCY: Carbon County (Utah). County Auditor

SERIES: 10170
TITLE: Payroll register

(continued)

then destroy.

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

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

PRIMARY CLASSIFICATION:
Private

AGENCY: Carbon County (Utah). County Auditor

SERIES: 22916 3
TITLE: Property tax exemption records
DATES: ca. 1970-
ARRANGEMENT: Alphabetical by exemption type, thereunder alphabetical by name of person receiving exemption
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. The actual numbers and types of abatements vary according to size of the auditor's office. These files contain application forms 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. Since abatement records are historically valuable, the retention of these records is dependent upon which records are created by the office.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Carbon County (Utah). County Auditor

SERIES: 22916
TITLE: Property tax exemption records

(continued)

Digital image: Retain in Office permanently.

APPRAISAL:
This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 1.

PRIMARY CLASSIFICATION:
Private

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