

Retention and Classification Report

Agency: Alta Canyon Recreation District (Utah) (1796)

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Records Officer: Jetta Valentine

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AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 11922

3

TITLE: Accident report records

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 09-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the record's primary value to the recreation center and UCA 63-30-13 Claims against a political subdivision or its employee.

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 11922

TITLE: Accident report records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13510

3

TITLE: Accident reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 09-01-2013

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13345

3

TITLE: Accounts payable

DATES: undated

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 (UCA 70A-2-725).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13346

3

TITLE: Accounts receivable invoices

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13509

1

TITLE: Activity waivers

DATES: undated

ARRANGEMENT: Alphabetical there under by name of activity

DESCRIPTION:

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13385

3

TITLE: Administrative payroll report

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13290

3

TITLE: Agenda

DATES: 1984-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy provided they are not attached to the minutes.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13417

3

TITLE: Annexation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13334

3

TITLE: Annual budget

DATES: 1989-

ARRANGEMENT: Chronological

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13347

3

TITLE: Annual financial reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13341

3

TITLE: Annual fixed asset reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION:

Until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13291

3

TITLE: Annual reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13348

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).

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: Alta Canyon Recreation District (Utah)

SERIES: 13349

3

TITLE: Bank statements

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13408

3

TITLE: Bids and proposal files

DATES: undated

ARRANGEMENT:

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 for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13326

3

TITLE: Bond anticipation notes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-311(4) (2009)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (2009)).

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after redeemed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13327

3

TITLE: Bond implementation files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13328

3

TITLE: Bond redemption registers

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are registers used to record the redemption of coupons for municipal bonds.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after redemption of coupon and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13329

3

TITLE: Bonds, notes and coupons paid

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after redeemed by the paying agent and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13337

3

TITLE: Budget adoption resolution and public hearing files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain for 2 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13336

3

TITLE: Budget estimates and justification files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13338

3

TITLE: Budget message

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

RETENTION:

Retain for 2 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after budget is formally adopted and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13335

3

TITLE: Budget preparation files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13339

3

TITLE: Budget reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13416

3

TITLE: Building plans, public buildings

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13363

3

TITLE: Buildings and grounds maintenance log

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13330

3

TITLE: Certification of bond redemption and destruction

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration and then file in bond issue file.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13350

3

TITLE: Check copy files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13351

3

TITLE: Check register

DATES: undated

ARRANGEMENT: Chronological

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 for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 05-15-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13362

3

TITLE: Check register

DATES: undated

ARRANGEMENT: Numerical

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13360

3

TITLE: Checks

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13361

3

TITLE: Checks lost

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13418

3

TITLE: Contracts and agreements

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13324

3

TITLE: Correspondence

DATES: 2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

schedule based on administrative need

PRIMARY DESIGNATION:

Public UCA 63G-2-301

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (Attorney's)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13294

3

TITLE: Correspondence and program records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files include correspondence, reports, technical papers studies, reference materials and other records related or received in the general administration of a program or in the management of departments or offices.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13352

3

TITLE: Daily cash report

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13364

3

TITLE: Daily vehicle usage report

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-01-2016

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13365

3

TITLE: Daily work logs

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13386

3

TITLE: Deductions and other earnings register

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13342

3

TITLE: Disposition records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of property and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13398

3

TITLE: Emergency and personal leave file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13331

3

TITLE: Employee bonds

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1987)).

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13387

3

TITLE: Employee earnings history record file

DATES: undated

ARRANGEMENT:

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:

Until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of employee and then place in personnel file.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13399

3

TITLE: Employee performance evaluations

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13397

3

TITLE: Employment applications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13400

3

TITLE: Equal employment opportunity records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION:

Retain for 4 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after resolution of case and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13343

3

TITLE: Equipment inventories

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13366

3

TITLE: Equipment maintenance and repair records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13296

3

TITLE: Feasibility studies

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of study and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13332

3

TITLE: Fidelity bonds

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1977)).

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13344

3

TITLE: Fixed asset files

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13381

3

TITLE: Fuel records

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13388

3

TITLE: Garnishment of wages

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain for 3 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13353

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT: Chronological

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.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13333

3

TITLE: General obligation bonds

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-310 (2006)).

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after "paid or cancelled" and then destroy and UCA 11-14-14 (2c).

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13295

3

TITLE: Grant files

DATES: undated

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13401

3

TITLE: Grievance and disciplinary files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 after case is closed

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13389

3

TITLE: Income tax files

DATES: 1994-

ARRANGEMENT:

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after termination or superseded form and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13390

3

TITLE: Insurance deduction files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13410

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13354

3

TITLE: Interdepartmental billings

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13355

3

TITLE: Investment accounting

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13402

3

TITLE: Job opening files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13415

3

TITLE: Lawsuit case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13414

3

TITLE: Legal opinions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13411

3

TITLE: Liability risk management case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13412

3

TITLE: Loss control safety inspection reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 12 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13297

3

TITLE: Mailing lists

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13382

3

TITLE: Maintenance service requests

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION:

Retain for 6 month(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after maintenance completed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13413

3

TITLE: Medical and dental insurance claim files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-01-2011

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13511

1

TITLE: Membership applications

DATES: undated

ARRANGEMENT: Alphabetical

DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13298

3

TITLE: Minutes

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13298

TITLE: Minutes

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13322

3

TITLE: News releases

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13319

3

TITLE: Organizational files/agency histories

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are files containing organizational charts and reorganizational studies. They are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. They also include agency histories and selected background material. Agency histories and selected background material.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13419

3

TITLE: Park development and construction files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13420

3

TITLE: Park maintenance complaint/request files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 11921

1

TITLE: Participation waiver file

DATES: 1984-

ARRANGEMENT: Chronological by activity

DESCRIPTION:

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the record's primary value to the recreation center and UCA 63-30-13 Claims against a political subdivision or its employee.

PRIMARY DESIGNATION:

Private

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13392

3

TITLE: Payroll check register

DATES: undated

ARRANGEMENT:

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 for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13391

3

TITLE: Payroll files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13403

3

TITLE: Personal injury files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09-01-2013

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13404

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

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 for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-16-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13404

TITLE: Personnel files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13421

3

TITLE: Playground equipment records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13320

3

TITLE: Policies and procedures

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Until superseded

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or updated and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13293

3

TITLE: Policy and program development records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13405

3

TITLE: Position description and performance standards files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13321

3

TITLE: Project and assignment records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after project is closed and then destroy.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13425

3

TITLE: Proof of publication (legal notices)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13323

3

TITLE: Publications

DATES: undated

ARRANGEMENT: Alphabetical

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.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-19-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13407

3

TITLE: Purchase orders

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13422

3

TITLE: Recreation program files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13424

3

TITLE: Recreation supervisor's daily/weekly reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13356

3

TITLE: Refund request

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13423

3

TITLE: Reservation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13393

3

TITLE: Retirement records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13357

3

TITLE: Sales and use tax return forms

DATES: 1994-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13325

3

TITLE: Schedules of daily activities

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of municipal employees. These are records containing substantive information relating to the official activities of career employees, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13292

3

TITLE: Scrapbooks

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are a chronological record of the municipality or individual municipal departments which include photographs, newspaper clippings and other items pertaining to the activities, actions and reactions of citizens.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13358

3

TITLE: State treasurer's accounting statements

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13359

3

TITLE: Subsidiary ledger and journals files

DATES: undated

ARRANGEMENT: Chronological

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:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 04-23-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13340

3

TITLE: Tentative budget

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13394

3

TITLE: Time cards

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13406

3

TITLE: Training records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13508

1

TITLE: Validated registration forms

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

RETENTION:

Retain for 2 year(s)

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 for 2 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13383

3

TITLE: Vehicle maintenance records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13384

3

TITLE: Vehicle registration certificates

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION:

Until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until disposition of vehicle and then transfer with vehicle.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13409

3

TITLE: Vendor list

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION:

Until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13395

3

TITLE: Wage survey reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13396

3

TITLE: Workers' compensation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 09-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years after final settlement and then destroy.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301