

Retention and Classification Report



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

9565 South Highland Drive
Sandy, UT 84092
942-2582

Records Officer: Pat Thornley
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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:

This report is used to record accidents that have occurred at the recreation center. This report includes name of injured, sex, date of birth, date of accident, time of accident, apparent nature of injury, affected area, contributing factors, location of where accident occurred, description of accident, action taken by facility, and by whom, first aid administered by, witness information, follow up action taken by victim or parent/guardian, follow up action taken by agency, signatures of witnesses, persons initiating report, persons making report, department heads, and executive directors, and release and waivers from victims or parents/guardians.

RETENTION:

Retain 5 years or until litigation is resolved.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until litigation is resolved and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

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 CLASSIFICATION:

Private

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13510

3

TITLE: Accident reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13345

3

TITLE: Accounts payable

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13346

3

TITLE: Accounts receivable invoices

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 3.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13509

3

TITLE: Activity waivers

DATES:

ARRANGEMENT: Alphabetical there under by name of activity

ANNUAL ACCUMULATION:

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 2 years or until litigation is resolved.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until litigation is resolved and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 10.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13385

3

TITLE: Administrative payroll report

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and statistics with any supporting and related records to payroll operations and pay administration. Includes reports and data used for workload and personnel management purposes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13290

3

TITLE: Agenda

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13417

3

TITLE: Annexation files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 to 424).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13334

3

TITLE: Annual budget

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13347

3

TITLE: Annual financial reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13341

3

TITLE: Annual fixed asset reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are worksheets for annual reports listing totals of all fixed assets, purchases, and disposition.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13291

3

TITLE: Annual reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13348

3

TITLE: Audit reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13349

3

TITLE: Bank statements

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13408

3

TITLE: Bids and proposal files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13326

3

TITLE: Bond anticipation notes

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These notes are used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable and 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 11-14-19.5).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13327

3

TITLE: Bond implementation files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the implementation of municipal bonds. They usually include authorizations supporting financial data, contracts or sales agreements, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13328

3

TITLE: Bond redemption registers

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13329

3

TITLE: Bonds, notes and coupons paid

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are coupons and notes redeemed throughout the lifetime of the bond.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13337

3

TITLE: Budget adoption resolution and public hearing files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain documentation associated with the adoption of city's fiscal year budget, including mayor's 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 permanently.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13336

3

TITLE: Budget estimates and justification files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13338

3

TITLE: Budget message

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 10-6-11(b)).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after budget is formally adopted and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13335

3

TITLE: Budget preparation files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13339

3

TITLE: Budget reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are monthly and/or quarterly reports regarding the status of receipts and disbursements in comparison to annual budget. Reports are prepared for council and mayor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13416

3

TITLE: Building plans, public buildings

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 of 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 by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, government agency and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13363

3

TITLE: Buildings and grounds maintenance log

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13330

3

TITLE: Certification of bond redemption and destruction

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years

DISPOSITION:

file in bond issue file.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13350

3

TITLE: Check copy files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13351

3

TITLE: Check register

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a multi-columnar record with chronologically arranged entries of checks. Usually includes check number and amount of deposits per each account.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13362

3

TITLE: Check register

DATES:

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 26.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13360

3

TITLE: Checks

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The actual warrant or check cut from a warrant request.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 29.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13361

3

TITLE: Checks lost

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is legal documentation explaining and justifying a lost warrant.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 30.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13418

3

TITLE: Contracts and agreements

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13324

3

TITLE: Correspondence

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301

SECONDARY CLASSIFICATION(S):

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

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13294

3

TITLE: Correspondence and program records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13352

3

TITLE: Daily cash report

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This report is a daily record of cash balances, receipts, and disbursements.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13364

3

TITLE: Daily vehicle usage report

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13365

3

TITLE: Daily work logs

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 signature of crew chief.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13386

3

TITLE: Deductions and other earnings register

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13342

3

TITLE: Disposition records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are either forms or records completed by municipal agency 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, value and approval signature.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13398

3

TITLE: Emergency and personal leave file

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files shows name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave and signature of supervisor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 5.

PRIMARY CLASSIFICATION:

Controlled UCA 63G-2-304

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13331

3

TITLE: Employee bonds

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13387

3

TITLE: Employee earnings history record file

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These cumulative records contain information on individual earnings and municipal service.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13399

3

TITLE: Employee performance evaluations

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13397

3

TITLE: Employment applications

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are forms listing name of applicant, address, professional information, previous employment, education, references, and certificates submitted to Personnel Office by applicant.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy provided not hired.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13400

3

TITLE: Equal employment opportunity records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13343

3

TITLE: Equipment inventories

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These inventories are listings of equipment, supplies, and other items owned or administered by municipality.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13366

3

TITLE: Equipment maintenance and repair records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13296

3

TITLE: Feasibility studies

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are studies conducted before the installation of any technology or equipment associated with information management systems, such as computers, micrographics, and communication systems. Also, studies and system analyses for the initial establishment and major changes of these systems.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13332

3

TITLE: Fidelity bonds

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of treasurer. 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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13344

3

TITLE: Fixed asset files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13381

3

TITLE: Fuel records

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13388

3

TITLE: Garnishment of wages

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of garnishments or levies for debts owned by the employees.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 5.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13353

3

TITLE: General ledgers

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13333

3

TITLE: General obligation bonds

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the municipality for the prompt and punctual payment of principal and interest on which the "full faith and credit" of the municipality (UCA 11-14-19).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13295

3

TITLE: Grant files

DATES:

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13401

3

TITLE: Grievance and disciplinary files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 9.

PRIMARY CLASSIFICATION:

Controlled UCA 63G-2-304

SECONDARY CLASSIFICATION(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:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after termination or superseded form and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 6.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13390

3

TITLE: Insurance deduction files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13410

3

TITLE: Insurance policy files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13354

3

TITLE: Interdepartmental billings

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an accounting document that requests the transfer of funds between departments for services rendered or materials purchased.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13355

3

TITLE: Investment accounting

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13402

3

TITLE: Job opening files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files list all current municipal job openings with job descriptions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13415

3

TITLE: Lawsuit case files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case files for 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 3.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13414

3

TITLE: Legal opinions

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of opinions rendered by the attorney's office for various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They include the date of the opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 4.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13411

3

TITLE: Liability risk management case files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case files of the reporting, investigation and settlement of liability claims filed against the municipalities.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 4.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13412

3

TITLE: Loss control safety inspection reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Each year a municipality 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 in defense of a claim.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13297

3

TITLE: Mailing lists

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 12.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13382

3

TITLE: Maintenance service requests

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13413

3

TITLE: Medical and dental insurance claim files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain medical and dental claims for municipal employees. They are used to track medical and dental claims and for cost analysis for insurance programs.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 6.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13511

3

TITLE: Membership applications

DATES:

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

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 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 13.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13298

3

TITLE: Minutes

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

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 CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13322

3

TITLE: News releases

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files should include one copy of a prepared statement or announcement issued to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy and changes in officials or senior administrative personnel.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13319

3

TITLE: Organizational files/agency histories

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13419

3

TITLE: Park development and construction files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13420

3

TITLE: Park maintenance complaint/request files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain a record of complaints or requests received from the general public (e.g., trimming, removal, or spraying of trees; removal of weeds and bushes on corners which block traffic, etc.) They are used to verify that action was taken to resolve issues. They include date, name, phone, and address of requesting person; type of request; and comments of foreman handling request.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 11921

3

TITLE: Participation waiver file

DATES: 1984-

ARRANGEMENT: Chronological by activity

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record that verifies that an individual has waive and release any and all rights and claims for damages that an adult, parent/guardian, or child may have against the service area or its representatives, successors, and assigns for any and all injuries suffered by the adult or child at the designated activity sponsored by the center. This file contains waivers from memberships files, summer swim passes, swim lessons, diving lessons, class registration, sun tan booth, weight room, aerobics, tournaments, nursery, triathlon, and skiing.

RETENTION:

Retain 2 years or until litigation is resloved.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until litigation is resolved and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 10.

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: 11921

TITLE: Participation waiver file

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13392

3

TITLE: Payroll check register

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number or 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy provided employee earnings file is transferred to personnel file.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13391

3

TITLE: Payroll files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy provided earning record is maintained.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13403

3

TITLE: Personal injury files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain forms, reports, 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 Agency Personnel File and copies submitted to the Utah Industrial Commission.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13404

3

TITLE: Personnel files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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:

Administrative

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

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 CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13421

3

TITLE: Playground equipment records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document playground equipment and tools loaned in connection with reserved park areas. They are used to maintain a record of location of equipment. They include name of group, name, address, phone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13320

3

TITLE: Policies and procedures

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13293

3

TITLE: Policy and program development records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures and the function of the office or department. Includes narrative or statistical reports; related correspondence; on program activities; organizational charts and mission statement studies regarding department or offices operations; circular letters or directives; and records related to significant events in which department of office participated.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 17.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13405

3

TITLE: Position description and performance standards files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13321

3

TITLE: Project and assignment records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 18.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13425

3

TITLE: Proof of publication (legal notices)

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 (UCA 78-25-14).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13323

3

TITLE: Publications

DATES:

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar materials 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. The State Archives should receive one copy of all municipal publications.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13407

3

TITLE: Purchase orders

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are orders issued to vendor to supply specific goods or services at a given price.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13422

3

TITLE: Recreation program files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These program files document specific recreation programs sponsored by the municipality. They are used for reference in developing future programs. They include flyers of specific programs, receipts for fees paid and press releases. They also include an accounting of participants and receipt numbers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13424

3

TITLE: Recreation supervisor's daily/weekly reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13356

3

TITLE: Refund request

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This may be a form signed by the customer which requests a refund of fund paid to the agency.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 17.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13423

3

TITLE: Reservation files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 the request form (date of request, name of group, number of people, name, address, and phone number of requesting person, area and park requested, time, date, and amount paid).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13393

3

TITLE: Retirement records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are control documents relating to retirement. They include reports and registers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 13.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(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

ANNUAL ACCUMULATION:

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales and to remit the amount collected and due to the state (e.g., municipal swimming pools).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 18.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13325

3

TITLE: Schedules of daily activities

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13292

3

TITLE: Scrapbooks

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13358

3

TITLE: State treasurer's accounting statements

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are monthly reports of monies deposited with and invested by the State Treasurer under the State Money Management act of 1974 (UCA 51-7). These statements are required by law (UCA 51-7-9). They include a deposit form, an account statement and an investment credit notice.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 19.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13359

3

TITLE: Subsidiary ledger and journals files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 20.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13340

3

TITLE: Tentative budget

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May (UCA 10-6-111).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13394

3

TITLE: Time cards

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a record of hours worked, sick leave, vacation, and overtime, and holidays earned and taen by municipal employees.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13406

3

TITLE: Training records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13508

3

TITLE: Validated registration forms

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 13.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13383

3

TITLE: Vehicle maintenance records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a daily record of maintenance on all department vehicles. It is used to provide a maintenance history of all department vehicles. It includes work order numbers, dates, maintenance performed, mileage of vehicle, type of problem, name of driver, and action taken.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13384

3

TITLE: Vehicle registration certificates

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These registration forms document municipal ownership of vehicle.

RETENTION:

Retain until vehicle is sold or transferred

DISPOSITION:

transfer with vehicle.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13409

3

TITLE: Vendor list

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

A list of vendors providing goods and services to municipality. Usually includes name of vendors, addresses, phone numbers, description of goods or services provided.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13395

3

TITLE: Wage survey reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Alta Canyon Recreation District (Utah)

SERIES: 13396

3

TITLE: Workers' compensation files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 16.

PRIMARY CLASSIFICATION:

Controlled UCA 63G-2-304

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301