Retention and Classification Report

Agency: Tooele County (Utah). County Auditor (1800)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer

26453	Audit reports
05413	Justice court reports
05436	Payroll distribution report
05438	*Road crew report
05424	Time cards

AGENCY: Tooele County (Utah). County Auditor

SERIES: 26453 3
TITLE: Audit reports
DATES: 1929-1932
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 6.

AUTHORIZED: 02/01/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1929 through 1932. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5413 3
TITLE: Justice court reports
DATES: ca. 1977-
ARRANGEMENT: Chronological, thereunder alphabetical by name of judge
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These monthly financial reports are submitted to the county auditor on monies collected by the two county justice courts (Wendover and Stansbury Park). The reports are used to reconcile records with monies actually collected. The Wendover court deposits monies collected in a local bank and attaches the bank deposit slip to the report, while the Stansbury Park court brings the money with the report to the county auditor's office and the auditor deposits monies into a county bank account. The reports include the name of the judge, name of defendant, charge, trial date, receipt number, fine imposed, amount suspended, fines collected (county and state), costs paid, and totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative
This disposition is based on the record's administrative needs expressed by the county auditor. These records are not audited.

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5436 3
TITLE: Payroll distribution report
DATES: 1984-
ARRANGEMENT: Numerical by department number, thereunder alphabetical by employee name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This computer report is a listing of county payroll by department. It is used to balance county books and to bill various outside agencies using county facilities (e.g., Housing Authority). The county pays the staff salaries of these outside agencies, but are later reimbursed by the agencies. The report includes employee number, employee name, gross salary, non-tax amount, benefit code, benefit number, and benefit amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the county auditor. This report is used for immediate reference and is not audited.

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5438 3
TITLE: Road crew report
DATES: 1979-1987.
ARRANGEMENT: Chronological, thereunder alphabetical by employee
TOTAL VOLUME: 5.00 cubic feet.
DESCRIPTION:

This was a report used by county road crews to record hours worked on Class "B" roads per account. Class "B" roads are "all public and streets within the state not designated as state highways which are situated outside of incorporated cities and towns, and such roads and streets situated within incorporated cities and towns that have been designated as county roads, and those public roads located within a national forest and constructed and/or maintained by the county under agreement with the appropriate federal agency" (UCA 27-12-22 (1990)). The report was used for accounting purposes. It includes date, name of employee, equipment used, operator's name, hours worked, account number, nature of work, and totals.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed by the office. The reports are obsolete and should be destroyed.

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5424 3
TITLE: Time cards
DATES: ca. 1978-
ARRANGEMENT: Chronological, thereunder alphabetical by employee name
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These cards document the hours worked by county employees. They are used to pay employees. The cards include employee's name and social security number, date, number of hours worked and leave taken, total hours, signature of employee, and signature of department head.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative
This retention is based on the administrative needs expressed by the county auditor and the previously approved 1990 Utah State General Retention Schedule (schedule 11, item 24) and the Utah Municipal General Records Retention 1990 (schedule 8, item 14).