

Retention and Classification Report

Agency: Castle Valley Special Service District (Utah) (1994)

P.O. Box 877
86 South 100 East
Castle Dale, UT 84513
435-381-5333

Records Officer: Diane Hagara

22256 Accounts payable

AGENCY: Castle Valley Special Service District (Utah)

SERIES: 22256

3

TITLE: Accounts payable

DATES: 1976-

ARRANGEMENT: Chronological by year, thereunder alphabetical by vendor name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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

RETENTION:

Retain 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public