

# Retention and Classification Report

**Agency:** Central Valley Water Reclamation Facility (Utah) (1997)

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23151 Audit reports  
23150 Board meeting minutes and supporting documentation

**AGENCY:** Central Valley Water Reclamation Facility (Utah)

**SERIES:** 23151

3

**TITLE:** Audit reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the Central Valley Water Reclamation Facility's financial activities for the year. The audit "includes the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" UCA 51-2-3 (1)(a)(2000).

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Central Valley Water Reclamation Facility (Utah)

**SERIES:** 23151

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal 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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Valley Water Reclamation Facility (Utah)

**SERIES:** 23150

3

**TITLE:** Board meeting minutes and supporting documentation

**DATES:** 1978-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of the Central Valley Water Reclamation Board. UCA 52-4-7(1) (2000) 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." Also included are the agenda, copies of documents the Board received as exhibits and other supporting documentation.

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

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**AGENCY:** Central Valley Water Reclamation Facility (Utah)

**SERIES:** 23150

**TITLE:** Board meeting minutes and supporting documentation

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public