

Retention and Classification Report

Agency: Central Valley Water Reclamation Facility (Utah) (1997)
800 West Central Valley Road
Salt Lake City, UT 84119
801 973-9100

Records Officer: Kimberly Funk

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 in office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

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 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:

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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: 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 in office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/2014.

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.

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AGENCY: Central Valley Water Reclamation Facility (Utah)

SERIES: 23150

TITLE: Board meeting minutes and supporting documentation

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.

PRIMARY CLASSIFICATION:

Public