

Retention and Classification Report

Agency: Heber Light and Power Company (Utah) (2060)

31 South 100 West
Heber City, UT 84032

Records Officer: Bart Miller

18141	Accounts payable
18142	Bank deposit slips
18143	Bank statements
18139	Billing adjustment records
18138	Billing register
18144	Check register
18145	Daily cash report
18146	Deposit slips
18147	General ledgers
18140	Remittance stubs

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18141

3

TITLE: Accounts payable

DATES: 1956-

ARRANGEMENT:

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 years.

DISPOSITION:

Destroy.

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 for 4 years and then destroy.

APPRAISAL:

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

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18141

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18142

3

TITLE: Bank deposit slips

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 4 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18143

3

TITLE: Bank statements

DATES: 1956-

ARRANGEMENT:

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, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 4 years and then destroy.

APPRAISAL:

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

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18143

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18139

3

TITLE: Billing adjustment records

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 Utah Municipal General Records Retention Schedule, Schedule 22, Item 3.

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18139

TITLE: Billing adjustment records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18138

3

TITLE: Billing register

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 Utah Municipal General Records Retention Schedule, Schedule 22, Item 4.

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18138

TITLE: Billing register

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18144

3

TITLE: Check register

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 7 years and then destroy.

APPRAISAL:

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

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18144

TITLE: Check register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18145

3

TITLE: Daily cash report

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18146

3

TITLE: Deposit slips

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 4 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18147

3

TITLE: General ledgers

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

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 10 years and then destroy.

APPRAISAL:

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

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18147

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18140

3

TITLE: Remittance stubs

DATES: 1956-

ARRANGEMENT:

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 Utah Municipal General Records Retention Schedule, Schedule 22, Item 27.

AGENCY: Heber Light and Power Company (Utah)

SERIES: 18140

TITLE: Remittance stubs

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(b) (2008)