Retention and Classification Report

Agency: South Utah Valley Solid Waste District (Utah) (2174)

South Utah Valley Solid Waste Dist
2450 West 400 South / P.O. Box 507
Springville, UT 84663-0507
801-489-3027

Records Officer Dorothy Morse

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AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13252 3
TITLE: Accounts payable
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13253 3
TITLE: Accounts receivable
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files consist of copies prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies (UCA 70A-2-725).

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13254 3
TITLE: Accounts receivable invoices
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services or repairs provided by an agency.

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 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13264 3
TITLE: Agenda
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 provided they are not attached to minutes.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13269 3
TITLE: Annual budget
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13265 3
TITLE: Annual reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports on program activities and accomplishments for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13255 3
TITLE: Audit reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

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 permanently.

APPRAISAL:

Administrative Fiscal Historical
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.

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13255
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13270 3
TITLE: Budget message
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-11(b)).

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13271 3
TITLE: Budget reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are monthly and/or quarterly reports regarding the status of receipts and disbursements in comparison to annual budget. Reports are prepared for council and mayor.

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13278 3
TITLE: Contracts and agreements files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 permanently.

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13261 3
TITLE: Deductions and other earnings register
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13263 3
TITLE: Employment applications
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are forms listing name of applicant, address, professional information, previous employment, education, references, and certificates submitted to Personnel Office by applicant.

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 2 years and then destroy provided not hired.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13273 3
TITLE: Fixed asset files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

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 4, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13259 3
TITLE: Income tax files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 6.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13258 3
TITLE: Individual authorized allotments files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files document the authorization for deductions made for U.S. Savings Bonds and other authorizations.

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 until superseded or 3 yrs. after separation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 7.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13276 3
TITLE: Insurance policy files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

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 15 years after expiration of policy and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13266 3
TITLE: Minutes
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 permanently.

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13266
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13268 3
TITLE: Notary bonds
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These $5,000 bonds are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4).

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 after expiration and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 11.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (Application form)

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13256 3
TITLE: Personnel files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files are the official files for all municipal employees and usually include the original job application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

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 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13267 3
TITLE: Policies and procedures
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13277 3
TITLE: Resolutions
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 permanently.

APPRAISAL:

Administrative Historical Legal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13277
TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13274 3
TITLE: Solicited and unsolicited bids and proposal files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13272 3
TITLE: Tentative budget
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May (UCA 10-6-111).

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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13262 3
TITLE: Time and attendance report files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are a record of hours worked, sick leave, vacation, and overtime, and holidays earned and taen by municipal employees.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Utah Valley Solid Waste District (Utah)

SERIES: 13275 3
TITLE: Vendor list
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

A list of vendors providing goods and services to municipality. Usually includes name of vendors, addresses, phone numbers, description of goods or services provided.

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 until updated or superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 3.

PRIMARY CLASSIFICATION:

Public