Retention and Classification Report

Agency: South Valley Water Reclamation Facility (Utah) (2175)

7495 South 1300 West
West Jordan, UT 84088
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Records Officer Belinda Patterson

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AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13769 3
TITLE: Accounts payable
DATES: 1989-
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).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13761 3
TITLE: Accounts payable checks
DATES: 1991-
ARRANGEMENT:
DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 29.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13764 3
TITLE: Accounts receivable
DATES: 1992-
ARRANGEMENT:
DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13765 3
TITLE: Accounts receivable invoices
DATES: 1992-
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 3.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13778 3
TITLE: Annual budget
DATES: 1988-
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13777 3
TITLE: Annual financial reports
DATES: 1989-
ARRANGEMENT: Chronological
DESCRIPTION:

These are statistical reports on the financial affairs of the entire agency or a specific department. These reports usually include a statement on the value of all agency owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13776 3
TITLE: Audit reports
DATES: 1989-
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical
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: South Valley Water Reclamation Facility (Utah)

SERIES: 13762 3
TITLE: Bank statements and hand checks
DATES: 1987-
ARRANGEMENT: Chronological
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, and withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13775 3
TITLE: Budget background records
DATES: 1991-
ARRANGEMENT: Chronological
DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 3.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13774 3
TITLE: Budget estimates and justification files
DATES: 1991-
ARRANGEMENT: Chronological
DESCRIPTION:

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 4.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13773 3
TITLE: Budget reports
DATES: 1991-
ARRANGEMENT: Chronological
DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 7.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13755 3
TITLE: Building plans and specs
DATES: 1981-
ARRANGEMENT: Numerical
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 5.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13755
TITLE: Building plans and specs

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13766 3
TITLE: Check register
DATES: 1992-
ARRANGEMENT: Chronological
DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 26.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 26568 3
TITLE: Construction project files
DATES: 1979-
ARRANGEMENT: Numerical by project number, thereunder chronological by date.
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 08/16/2007

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical
These records reflect the historical value of the planning, design, and construction of municipally-owned facilities and structures.

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 26568
TITLE: Construction project files

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected. UCA 62-2-304 (1),(2)(a),(36)

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13757 3
TITLE: Construction reports
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION:

Retain 2 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 7.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13758 3
TITLE: Contracts and agreements files
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 18.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13756 3
TITLE: Deeds and easements files
DATES: 1978-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13772 3
TITLE: Disposition records
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION:

Retain 3 years after disposition of property.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 2.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of property and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13760 3
TITLE: Employees retirement records
DATES: 1979-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13763 3
TITLE: Expense checks
DATES: 1985-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 29.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13771 3
TITLE: Fixed asset files
DATES: 1986-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 6.

AUTHORIZED: 05/04/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13767 3
TITLE: General ledgers
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13754 3
TITLE: Grant records
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 10.

AUTHORIZED: 11/11/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13779 3
TITLE: Laboratory operation manuals
DATES: undated
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until annual review or equipment is disposed of.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office until annual review or until equipment is disposed of and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13780 3
TITLE: Laboratory purchase orders
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27193 1
TITLE: Laboratory records
DATES: 2003-
ARRANGEMENT: chronologically by record creation date
ANNUAL ACCUMULATION:
DESCRIPTION:

Mandated by EPA governing authority "National Environmental Laboratory Conference" (NELAP). These records are copies of all written, printed, and electronic records, including but not limited to bench sheets, instrument strip charts or printouts, data calculations, and ata reports, resulting from the analysis of PT samples, PT study report foms, and accredidation audits.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13781 3
TITLE: Maintenance equipment manuals
DATES: 1986-
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until annual review or updated.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office until annual review or updated and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13785 3
TITLE: Maintenance purchase order log
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13784 3
TITLE: Maintenance purchase orders
DATES: 1990-
ARRANGEMENT: Chronological by work order date
ANNUAL ACCUMULATION:
DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13786 3
TITLE: Monitoring wells report
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION:

Retain permanently.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 15.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13768 3
TITLE: Personnel purchase orders
DATES: 1992-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27186 1
TITLE: Pretreatment user files
DATES: 1988-
ARRANGEMENT: alphabetically by category thereunder alphabetically by user name
ANNUAL ACCUMULATION:
DESCRIPTION:

The pre-treatment user files include all of the information necessary to monitor, report and bill pre-treatment users. Documents include the application for permit, permit, annual reports, sampling reports, invoices, copies of checks, best management plans, correspondence, notices, and any other related information. These files are maintained according to requirements outlined in CFR 403.12.

RETENTION:

Retain 3 years after expiration of term

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Exempt

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27197 3
TITLE: Purchasing contract records
DATES: 2000-
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain 7 years after expiration of contract or disposition of equipment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 18.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contract or disposition of equipment and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13759 3
TITLE: Retirement records
DATES: 1979-
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27187 1
TITLE: Safety training records
DATES: 1999-
ARRANGEMENT: alphabetical by type of training
ANNUAL ACCUMULATION:
DESCRIPTION:

These files include safety meeting agendas, notes, minutes, reference materials, and attendance logs. They are maintained by our Safety/Security Coordinator.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer valid and then destroy.

Digital Versatile Disk - Read Only: Retain in Office for 2 years or until no longer valid and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27187
TITLE: Safety training records

(continued)

Private. UCA 302-2-302(1)(f)

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 27188 3
TITLE: Solids disposal waste manifests
DATES: 2000-
ARRANGEMENT: Chronologically
ANNUAL ACCUMULATION:
DESCRIPTION:

These are copies of manifests reflecting the solid waste disposed at landfill sites. Manifests are collected and data from then is used in various other reports. Information on the manifests includes the manifest number, date, gross weight, tare weight, net weight, driver name, and truck number.

RETENTION:

Retain 3 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 31, Item 5.

AUTHORIZED: 01/29/2009

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13770 3
TITLE: State treasurer's accounting statements
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain 1 year.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 19.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13782 3
TITLE: Vehicle maintenance records
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain 3 year after disposition of vehicle.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 14.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Valley Water Reclamation Facility (Utah)

SERIES: 13783 3
TITLE: Work orders
DATES: 1990-
ARRANGEMENT: Chronological by work order date
ANNUAL ACCUMULATION:
DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

AUTHORIZED: 03/09/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public