

# Retention and Classification Report

**Agency:** Municipal Power Agency (Utah) (2221)  
75 West 300 North  
Spanish Fork, UT 84660  
(801)798-7489

## Records Officer

11543	Accounts payable
11544	Accounts receivable
11528	Annual reports
11545	Audit reports
11546	Bank statements and deposit slips
11539	Board of Directors minutes
11548	Bond issue files
11547	Bond records
11557	Bylaws
11549	Check copy file
11529	Contracts
11530	Deeds
11541	Final budget
11550	Fixed asset files
11532	General administrative records
11535	General housekeeping files
11551	General ledgers and subsidiary journals
11538	Insurance policy files
11533	Legal case files
11534	Legal files (final judgments)
11553	Payroll records
11556	Personnel files
11554	Personnel pay history
11531	Policy and program development records
11537	Studies and final reports
11536	Studies, reports and related document file
11540	Technical committee minutes
11552	Utility specific accounting files
11555	Workers' compensation claim files

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11543

3

**TITLE:** Accounts payable

**DATES:** undated

**ARRANGEMENT:** None

**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.

**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:**

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

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11543

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11544

3

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:** None

**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.

**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.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11544

**TITLE:** Accounts receivable

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11528

3

**TITLE:** Annual reports

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

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

**RETENTION:**

Retain permanently, may be transferred to State Archives.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 permanently or until transferred to State Archives.

**APPRAISAL:**

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

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11528

**TITLE:** Annual reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11545

3

**TITLE:** Audit reports

**DATES:** undated

**ARRANGEMENT:** None

**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, may be transferred to State Archives.

**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 permanently after may be transferred to State Archives.

**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:** Municipal Power Agency (Utah)

**SERIES:** 11545

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11546

3

**TITLE:** Bank statements and deposit slips

**DATES:** undated

**ARRANGEMENT:** None

**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.

**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 7.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11546

**TITLE:** Bank statements and deposit slips

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11539

3

**TITLE:** Board of Directors minutes

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently, may be transferred to State Archives.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 permanently after may be transferred to State archives.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11539

**TITLE:** Board of Directors minutes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11548

3

**TITLE:** Bond issue files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Retain permanently, may be transferred to State Archives.

**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 permanently after may be transferred to State Archives.

**APPRAISAL:**

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

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11548

**TITLE:** Bond issue files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11547

3

**TITLE:** Bond records

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Retain permanently, may be transferred to State Archives.

**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 permanently after may be transferred to State Archives.

**APPRAISAL:**

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



**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11547

**TITLE:** Bond records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11557

3

**TITLE:** Bylaws

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

**RETENTION:**

Retain permanently, may be transferred to State Archives after disbanding of committee.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 permanently after may be transferred to State Archives.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 17.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11557

**TITLE:** Bylaws

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11549

3

**TITLE:** Check copy file

**DATES:** undated

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

**RETENTION:**

Retain 1 year.

**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 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 8.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11549

**TITLE:** Check copy file

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11529

3

**TITLE:** Contracts

**DATES:** undated

**ARRANGEMENT:** None

**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 4 years after expiration of contract.

**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 after expiration of contract and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 7.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11529

**TITLE:** Contracts

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11530  
**TITLE:** Deeds

3

**DATES:** undated  
**ARRANGEMENT:** None  
**DESCRIPTION:**

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 3.



**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11530

**TITLE:** Deeds

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11541

3

**TITLE:** Final budget

**DATES:** undated

**ARRANGEMENT:** none

**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.

**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 permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11550

3

**TITLE:** Fixed asset files

**DATES:** undated

**ARRANGEMENT:** None

**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.

**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.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11550

**TITLE:** Fixed asset files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11532

3

**TITLE:** General administrative records

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report.

**RETENTION:**

Retain 2 years or until no longer needed for reference.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11532

**TITLE:** General administrative records

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11535

3

**TITLE:** General housekeeping files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 1 year and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11535

**TITLE:** General housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Protected



**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11551

3

**TITLE:** General ledgers and subsidiary journals

**DATES:** undated

**ARRANGEMENT:** None

**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:** Municipal Power Agency (Utah)

**SERIES:** 11551

**TITLE:** General ledgers and subsidiary journals

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11538

3

**TITLE:** Insurance policy files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

Insurance policy contracts between the State of Utah and private insurers.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/1990.

**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 State General Records Retention Schedule, Schedule 16, Item 8.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11533

3

**TITLE:** Legal case files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain 7 years after case is closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 7 years after case is closed and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 3.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11533

**TITLE:** Legal case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11534

3

**TITLE:** Legal files (final judgments)

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain 7 years after case is closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 7 years after case is closed and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 3.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11534

**TITLE:** Legal files (final judgments)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11553

3

**TITLE:** Payroll records

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

**RETENTION:**

Retain 3 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 3 years and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 1.



**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11553

**TITLE:** Payroll records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11556

3

**TITLE:** Personnel files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

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

**RETENTION:**

Retain 65 years after employment of 3 years after retirement.

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

**APPRAISAL:**

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.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11556

**TITLE:** Personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11554

3

**TITLE:** Personnel pay history

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

**RETENTION:**

Retain until separation then place in personnel file.

**DISPOSITION:**

**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 separation and then place in personnel file.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 4.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11554

**TITLE:** Personnel pay history

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11531

3

**TITLE:** Policy and program development records

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

**RETENTION:**

Retain permanently, may be transferred to State Archives after disbanding of committee.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 permanently after may be transferred to State Archives.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 17.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11531

**TITLE:** Policy and program development records

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11537

3

**TITLE:** Studies and final reports

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.



**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11537

**TITLE:** Studies and final reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11536

3

**TITLE:** Studies, reports and related document file

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**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 permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11540

3

**TITLE:** Technical committee minutes

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) 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." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently, may be transferred to State Archives.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1996.

**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 permanently after may be transferred to State Archives.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11540

**TITLE:** Technical committee minutes

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11552

3

**TITLE:** Utility specific accounting files

**DATES:** undated

**ARRANGEMENT:** None

**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:** Municipal Power Agency (Utah)

**SERIES:** 11552

**TITLE:** Utility specific accounting files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11555

3

**TITLE:** Workers' compensation claim files

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

**RETENTION:**

Retain 10 years after final settlement.

**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 after final settlement and then destroy.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 16.

**AGENCY:** Municipal Power Agency (Utah)

**SERIES:** 11555

**TITLE:** Workers' compensation claim files

(continued)

**PRIMARY CLASSIFICATION:**

Private