Retention and Classification Report

Agency: Municipal Power Agency (Utah) (2221)

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Records Officer

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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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until transferred to State Archives.

APPRAISAL:

PRIMARY DESIGNATION:

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.

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 after may be transferred to State Archives.

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: 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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State archives.

APPRAISAL:

AGENCY: Municipal Power Agency (Utah)

SERIES: 11539
TITLE: Board of Directors minutes

(continued)

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 8.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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 7 years after expiration of contract.

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 and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11530 3
TITLE: Deeds

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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.

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: 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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

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:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 16, Item 8.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 3.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

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 DESIGNATION:

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:

.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until separation and then place in personnel file.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 17.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 12/08/1992

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

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.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

APPRAISAL:

AGENCY: Municipal Power Agency (Utah)

SERIES: 11540
TITLE: Technical committee minutes

(continued)

PRIMARY DESIGNATION:
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.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

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 finmal settlement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private