

Retention and Classification Report

Agency: Emery County (Utah). County Auditor (2530)

Emery County Courthouse
75 East Main, PO Box 907
Castle Dale, UT 84513
435-381-3550

Records Officer

85255 *Payroll register
13081 Tax valuations

AGENCY: Emery County (Utah). County Auditor

SERIES: 85255

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TITLE: Payroll register

DATES: 1958-1979.

ARRANGEMENT: Chronological thereunder alphabetical by surname of employee
DESCRIPTION:

Each employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, and other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1991.

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.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 7, Item 13.

AGENCY: Emery County (Utah). County Auditor

SERIES: 85255

TITLE: Payroll register

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Emery County (Utah). County Auditor

SERIES: 13081

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TITLE: Tax valuations

DATES: 1981-

ARRANGEMENT: none

DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. Includes the names of the government entity, year, purpose of levy, legal authorization, mills levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1994.

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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

Microfilm duplicate: Retain in Office for 1 year and then destroy.

AGENCY: Emery County (Utah). County Auditor

SERIES: 13081

TITLE: Tax valuations

(continued)

APPRAISAL:

This disposition is based on Utah County General Records Retention Schedule, Schedule 13, Item 19.

PRIMARY CLASSIFICATION:

Public