

# Retention and Classification Report

**Agency:** Ogden (Utah). Department of Management Services (2821)  
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## Records Officer

22922 \*Employee earnings records  
22923 \*Employees earnings registers  
05315 Financial Report  
24127 Liability risk management case files  
25490 Policy and program correspondence  
23466 Projects and policies files  
23467 Reading files  
17978 Time sheets

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 22922

3

**TITLE:** Employee earnings records

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphabetical by employee's last name

**DESCRIPTION:**

These records are printouts of employee earnings and deductions.

**RETENTION:**

Retain 3 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 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 22922

**TITLE:** Employee earnings records

(continued)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 22923

3

**TITLE:** Employees earnings registers

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 State Archives permanently with authority to weed.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 5315

3

**TITLE:** Financial Report

**DATES:** 1912-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)). Holdings from about 1916 to 1932 were prepared by the City Auditor while those from about 1961 to 1966 were prepared by an outside auditor hired by the city and overseen by the Director of Finance.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 4.

Disposition based on the value of these records in documenting agency finances, policies, and function.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 5315

**TITLE:** Financial Report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 24127

3

**TITLE:** Liability risk management case files

**DATES:** ca. 1982-

**ARRANGEMENT:** Alphabetically by last name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 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 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 16 years and then destroy.

**APPRAISAL:**

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 4.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 24127

**TITLE:** Liability risk management case files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305 (17&18)(2008).



**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 25490

3

**TITLE:** Policy and program correspondence

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

**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 and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23466

3

**TITLE:** Projects and policies files

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Retain permanently.

**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 and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23466

**TITLE:** Projects and policies files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23467

3

**TITLE:** Reading files

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**RETENTION:**

Retain 1 year or until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 22.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23467

**TITLE:** Reading files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 17978

3

**TITLE:** Time sheets

**DATES:** 1980-

**ARRANGEMENT:** Chronological by payroll ending date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 17978

**TITLE:** Time sheets

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)