Retention and Classification Report

Agency: Holladay (Utah) (2975)

PO Box 17377
4707 South Holladay Blvd
Holladay, UT 84117
801-272-9450

Records Officer Stephanie Carlson

27941	Accounts Receivable
26439	Payroll register files

AGENCY: Holladay (Utah)

SERIES: 27941 3
TITLE: Accounts Receivable
DATES: 2000-
ARRANGEMENT: chronological, thereunder alphabetical
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:

Fiscal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

AGENCY: Holladay (Utah)

SERIES: 27941
TITLE: Accounts Receivable

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Holladay (Utah)

SERIES: 26439 3
TITLE: Payroll register files
DATES: 1999-
ARRANGEMENT: Chronological by year, there under alphabetical by name
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/2003.

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 and then transfer to State Records Center. Retain in State Records Center for 63 years or until 3 years after retirement or death and then destroy and if not in employee earning file.

APPRAISAL:

Administrative Fiscal
This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

PRIMARY CLASSIFICATION:

Private

AGENCY: Holladay (Utah)

SERIES: 26439
TITLE: Payroll register files

(continued)

SECONDARY CLASSIFICATION(S):
Public