

# Retention and Classification Report

**Agency:** Logan (Utah). Finance (2982)

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## Records Officer

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**AGENCY:** Logan (Utah). Finance

**SERIES:** 22980

3

**TITLE:** Auditor's financial reports

**DATES:** 1923-1940.

**ARRANGEMENT:** Chronological by date

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain permanently in agency.

**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 Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22980

**TITLE:** Auditor's financial reports

(continued)

authority to weed.

Microfilm duplicate: Retain in Agency Record Center permanently.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public UCA 51-2-3(3) (2008)

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22715

3

**TITLE:** Budget working papers

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

**RETENTION:**

Retain 2 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 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 9.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22715

**TITLE:** Budget working papers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22714

3

**TITLE:** Daily cash report

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION:**

Retain 1 year in office and 2 years in agency records center.

**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 transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22714

**TITLE:** Daily cash report

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22981

3

**TITLE:** General disbursement fund

**DATES:** 1912-1917.

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**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 permanently in agency.

**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 Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.



**AGENCY:** Logan (Utah). Finance

**SERIES:** 22981

**TITLE:** General disbursement fund

(continued)

**APPRAISAL:**

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

This disposition is based on the fact that this records series is the only financial record for the City of Logan for the time period specified.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22717

3

**TITLE:** Merit employee performance-related records

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**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 3 years after date of appraisal and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22717

**TITLE:** Merit employee performance-related records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22713

3

**TITLE:** Receipt books

**DATES:**

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

**RETENTION:**

Retain 2 months in the office and 34 months in the agency records center.

**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:**

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22716

3

**TITLE:** Routine control files

**DATES:** 1997-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

**RETENTION:**

Retain 2 years in office and 1 year in agency records center, authorized to destroyed after administrative need ends.

**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 until no longer needed and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 23.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22716

**TITLE:** Routine control files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22774

3

**TITLE:** Successful bid proposals

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by item, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years.

**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 destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22774

**TITLE:** Successful bid proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Logan (Utah). Finance

**SERIES:** 22773

3

**TITLE:** Unsuccessful bid proposals

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by item, there under alphabetical by vendor

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

**RETENTION:**

Retain 2 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 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 11.

**AGENCY:** Logan (Utah). Finance

**SERIES:** 22773

**TITLE:** Unsuccessful bid proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public