

# Retention and Classification Report

**Agency:** Orem (Utah). City Council (3028)

56 N. State Street  
Orem, UT 84057

**Records Officer:** Tara Calancea

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**AGENCY:** Orem (Utah). City Council

**SERIES:** 26035

3

**TITLE:** Accounts receivable

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Records are used to collect amounts owed by vendors, organizations, and citizens having accounts with the City.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 5053

3

**TITLE:** Annual reports

**DATES:** 1965-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are reports on program activities and accomplishments Orem City for the previous year. They may include statistics, narrative reports, graphs, and diagrams. Holdings include 1965-66, 1966-67 and an "Annual Budget and Service Program 1974-75".

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

These reports document the accomplishments and history of Orem City government.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 26034

3

**TITLE:** Daily cash reports

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Daily record of cash balance.

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 26036

3

**TITLE:** Garnishment records

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Records of garnishments for debts owed by employees which are attached to employees' earnings.

**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 after end of garnishment and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 5.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 22380

3

**TITLE:** Housing rehabilitation loans

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. The files include the initial application, and all final reports.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 48.

**AGENCY:** Orem (Utah). City Council

**SERIES:** 22380

**TITLE:** Housing rehabilitation loans

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 26037

3

**TITLE:** Income tax exemptions and withholding files

**DATES:** 1919-

**ARRANGEMENT:** Alphabetical by department, thereunder numerical by employee number

**DESCRIPTION:**

Withholding tax exemption certificates, such as W-4 and similar tax exemption forms.

**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 after form is superseded or until termination of employee and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 6.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Orem (Utah). City Council

**SERIES:** 21837

3

**TITLE:** Meeting agenda

**DATES:**

**ARRANGEMENT:** Numerical by date

**DESCRIPTION:**

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**RETENTION:**

Retain 2 years or until administrative need ends.

**DISPOSITION:**

Retain in agency custody.

**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 2 years after being microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Council

**SERIES:** 21837

**TITLE:** Meeting agenda

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 7.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Orem (Utah). City Council

**SERIES:** 84969

4

**TITLE:** Minutes

**DATES:** i 1919-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997). Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public services such as street repairs.

**RETENTION:**

Retain permanent

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 07/01/2014.

**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 Office permanently.

Paper: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

**AGENCY:** Orem (Utah). City Council

**SERIES:** 84969

**TITLE:** Minutes

(continued)

Computer data files: Retain in Office permanently.

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

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 59.

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**AGENCY:** Orem (Utah). City Council

**SERIES:** 84923

4

**TITLE:** Ordinances

**DATES:** i 1921-

**ARRANGEMENT:** Numerical by ordinance number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. Included are the legislation actions of the City Council, including zoning changes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office permanently.

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

**AGENCY:** Orem (Utah). City Council

**SERIES:** 84923

**TITLE:** Ordinances

(continued)

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY CLASSIFICATION:**

Public