

# Retention and Classification Report

**Agency:** Clearfield (Utah). Finance Division (3076)

55 S. State Street  
Clearfield, UT 84015

## Records Officer

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 24912 Warrant requests - cancelled  
 85086 \*Annual budget

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25175

3

**TITLE:** Account receivable returned checks

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date

**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. UCA 70A-2-725 (1997)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24172

3

**TITLE:** Accounts payable check register condensed report

**DATES:** 1922-1995.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.50 cubic feet.

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks, and is a summary of information contained in records series number 23277. These records are maintained for reference purposes. Information includes check number, check date, amount of check, vendor name and vendor identification.

**RETENTION:**

Retain in office 2 years or until no longer needed for reference.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

**AUTHORIZED:** 04/09/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23277

3

**TITLE:** Accounts payable check register report

**DATES:** 1922-

**ARRANGEMENT:** Numerical by check number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 65.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23321

3

**TITLE:** Accounts payable records

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. They may also include correspondence with vendors and computer printouts.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23558

3

**TITLE:** Accounts pending collection files

**DATES:** 1922-

**ARRANGEMENT:** Chronological, thereunder numerical by account number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are records of closed unpaid utility accounts that are at various stages of the collection process. Included are customer checks returned for insufficient funds or because the bank account had been closed, bankruptcy notices which are still pending and payments on the account that are still being disbursed. Information includes name of customer, account number, account status, account start date, date account became past due, date collection process began and authorizing signature.

**RETENTION:**

Retain 1 year after resolution of account.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after resolution of account and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23558

**TITLE:** Accounts pending collection files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23474

3

**TITLE:** Accounts receivable

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by account name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after bill has been paid and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23474

**TITLE:** Accounts receivable

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 71A-2-725 (2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23668

3

**TITLE:** Ambulance Services accounts receivable

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 85086

4

**TITLE:** Annual budget

**DATES:** i 1950-1954.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This final annual municipal financial plan is approved by the city council. It details the city's expenditures. The budget is drafted in light of the previous year's estimated budget compared to the city's actual expenditures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28705

3

**TITLE:** Audit reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological by fiscal year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's fiscal function to perform an annual audit in conformity with the "Local Government Uniform Accounting Manual" (Utah Code 51-2a-202(2015)). Records document the auditor's findings, written opinions, and recommendations for improvement. Information includes related financial data and supporting documentation.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

**AUTHORIZED:** 05/02/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical

These records are of historical interest as they show the financial situation of the agency from year to year.

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28705

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2015.

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 27525

1

**TITLE:** Audit working reports

**DATES:** 2000-

**ARRANGEMENT:** By fiscal year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The purpose of these records is to provide sufficient back-up data documentation for the annual audit. The data is used in the preparation of the statistical section of the annual audit. The series contains confirmation letters sent, statistical information collected, and any other information as requested by the auditors.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of annual audit and then destroy.

**APPRAISAL:**

Fiscal  
fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23478

3

**TITLE:** Bank statements

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These are monthly statements (including cancelled checks) showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 01/20/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23372

3

**TITLE:** Billing register and billing registry summary

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 12/04/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23372

**TITLE:** Billing register and billing registry summary

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008)

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23472

3

**TITLE:** Billing status report

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/12/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28389

3

**TITLE:** Bond Redemption Registers

**DATES:** 1922-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are registers used to record the redemption of coupons for municipal bonds.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 3.

**AUTHORIZED:** 10/28/2013

**FORMAT MANAGEMENT:**

All Formats: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23552

3

**TITLE:** Cash check out reference files

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/12/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 27522

3

**TITLE:** Check audit reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by audit date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

The function of this series is to audit accounts payable checks made payable to employees for reimbursement or travel expenses. Audits are made monthly by committee. These files include copies of account payable checks, travel reconciliations, and audit findings.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

**AUTHORIZED:** 02/19/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25978

3

**TITLE:** Contract purchasing records

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 84.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28316

3

**TITLE:** Credit Card Settlement Reports

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are reports that are generated to reconcile credit card transactions with the statements received from Merchant billing. The report includes type of credit card used, customer name, amount of the transaction and the date the transaction was made. Journal entries are included as support to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 01/25/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23485

3

**TITLE:** Customer application records

**DATES:** 1922-

**ARRANGEMENT:** Numerical by customer number

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain 3 years after account is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

**AUTHORIZED:** 01/05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23485

**TITLE:** Customer application records

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23487

3

**TITLE:** Customer deposit cards

**DATES:** 1965-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

**RETENTION:**

Retain 3 years after account is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 12.

**AUTHORIZED:** 01/05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23487

**TITLE:** Customer deposit cards

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24536

3

**TITLE:** Customer utility deposit cards

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 12.

**AUTHORIZED:** 10/24/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24536

**TITLE:** Customer utility deposit cards

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008)

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23403

3

**TITLE:** Daily cash out report

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These reports are used to balance the day's cash drawer, cash out and bank deposit. They are used exclusively for reference and informational purposes. Included are the computer check total, computer cash total, account totals, amount over/short, denomination of cash and various account deposit amounts.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/11/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23471

3

**TITLE:** Daily cash reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 3.00 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 04/24/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23473

3

**TITLE:** Deposit complete checkout report

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/12/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24272

3

**TITLE:** Deposit refund report

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 05/04/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 26706

3

**TITLE:** Direct pay authorization agreements

**DATES:** 2003-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

**AUTHORIZED:** 04/21/2008

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after agreement is terminated and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(b)

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23489 3

**TITLE:** Employee telephone bills accounts receivable invoices

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year, thereunder numerical by telephone number

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28527

3

**TITLE:** Federal tax deposits form 941

**DATES:** 1997-

**ARRANGEMENT:** Chronological by pay period

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23549

3

**TITLE:** Finance policies and procedures manuals

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. It 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 participated.

**RETENTION:**

Retain permanently. May be transferred to agency records center.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 03/11/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23549

**TITLE:** Finance policies and procedures manuals

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (11), (12) (2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25174

3

**TITLE:** Finance technical reference files

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs and vendor price lists.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 12/08/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer needed for reference or until 1 year, whichever is shorter and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23488

3

**TITLE:** Fixed asset lists

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 4, Item 6.

**AUTHORIZED:** 05/04/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28390

3

**TITLE:** Franchise Tax Revenue Records

**DATES:** 1950-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are statements received monthly reporting the amount of money collected and distributed to Clearfield City for franchise & energy taxes.

Information includes name of company collecting the tax, date, and amount collected and paid.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 01/25/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23318

3

**TITLE:** General ledger detail report

**DATES:** 1922-1996.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 20.

**AUTHORIZED:** 03/12/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23278

3

**TITLE:** General ledger trial balance reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**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 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 10/30/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 10351

3

**TITLE:** Grant files

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 9.

**AUTHORIZED:** 04/01/1992

**FORMAT MANAGEMENT:**

Paper: Retain in Office until 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.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25977

3

**TITLE:** Leasing contract files

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 84.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23336

3

**TITLE:** Meter books

**DATES:** 1922-

**ARRANGEMENT:** Chronological by month, thereunder numerical by account number

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 22.

**AUTHORIZED:** 12/05/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23855

3

**TITLE:** Meter verification reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These monthly reports are used by the utility billing clerk to check for possible billing errors before the actual billing process is begun. Examples of billing errors checked for are indications of extremely high or low water usage. Information includes date of report, customer account number, current reading, most recent previous reading and amount billed.

**RETENTION:**

Retain in office 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25173

3

**TITLE:** Payroll Files

**DATES:** 1922-

**ARRANGEMENT:** Chronological by pay period thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25173

**TITLE:** Payroll Files

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b) 1997

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23724

3

**TITLE:** Penalty Register

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 05/04/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23479

3

**TITLE:** Petty cash reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 04/24/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23863

3

**TITLE:** Professional service agreement records

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

**RETENTION:**

Retain in office 7 years after last payment and contract or service agreement has ended.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 84.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after last payment and contract/service agreement ended and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public UCA 78-12-25 (1)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23320

3

**TITLE:** Purchase orders

**DATES:** 1922-

**ARRANGEMENT:** Chronological by month, thereunder numerical by purchase order number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 1.

**AUTHORIZED:** 12/05/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25417

3

**TITLE:** RDA accounts receivable

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 03/31/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years after bill has been paid and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25976

3

**TITLE:** RDA leasing contract files

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 84.

**AUTHORIZED:** 02/08/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24233

3

**TITLE:** Receipt books

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year then numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 04/24/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24297

3

**TITLE:** Receipt register

**DATES:** 1999-

**ARRANGEMENT:** Chronological by year, thereunder by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 05/04/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24137

3

**TITLE:** Regular budget reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

**RETENTION:**

Retain 3 years in office.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 10.

**AUTHORIZED:** 03/08/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23319

3

**TITLE:** Residential and commercial utility work orders

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

**AUTHORIZED:** 12/05/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24271

3

**TITLE:** Revenues budgetary worksheet

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 05/04/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28317

3

**TITLE:** Sales Tax Distribution Reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are reports received from the Utah State Tax Commission that summarize monthly distribution of sales tax revenue to Clearfield City. The report includes a date, amount of sales tax received and a journal entry to support the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 01/25/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23667

3

**TITLE:** Sales tax returns

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 33, Item 1.

**AUTHORIZED:** 05/04/2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23486

3

**TITLE:** Senior citizen customer application records

**DATES:** 1987-

**ARRANGEMENT:** Numerical by customer number

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain 3 years after account is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

**AUTHORIZED:** 01/05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23486

**TITLE:** Senior citizen customer application records

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 27526

3

**TITLE:** State treasurer's accounting statements

**DATES:** 2000-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 19.

**AUTHORIZED:** 09/28/2010

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Fiscal

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24164

3

**TITLE:** Subsidiary ledger and journal files

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 05/04/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25510

3

**TITLE:** Taxable wage earning reports

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23862

3

**TITLE:** Transaction summary report

**DATES:** 1995-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These records summarize monthly billing transactions and are retained strictly for reference and informational purposes which are not part of the official files. Information includes billings, adjustments, payments, deposits applied, balance due and date of report. The information is organized by utility book number. The reports are no longer referred to after the following month's billing is completed.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/12/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23862

**TITLE:** Transaction summary report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24913

3

**TITLE:** Unsuccessful bids and proposals files

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**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 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

**AUTHORIZED:** 11/17/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 25418

3

**TITLE:** Unsuccessful grant application files

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 43.

**AUTHORIZED:** 05/14/2004

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23180

3

**TITLE:** Utility bill remittance stubs

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 12.00 cubic feet.

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 27.

**AUTHORIZED:** 09/11/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23180

**TITLE:** Utility bill remittance stubs

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23548

3

**TITLE:** Utility billing accounts number lists

**DATES:** 1922-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are indexes or lists of account numbers assigned to specific lot numbers and addresses. They are used to establish new accounts and are a reference file in case of lost information.

**RETENTION:**

Retain until records to which they pertain are destroyed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

**AUTHORIZED:** 03/09/2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23373

3

**TITLE:** Utility billing accounts receivable by service

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 12/04/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23373

**TITLE:** Utility billing accounts receivable by service

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(b)(d)(2008)

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23316

3

**TITLE:** Utility billing adjustment records

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 3.

**AUTHORIZED:** 12/05/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23861

3

**TITLE:** Utility billing aging report

**DATES:** 1922-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain in office 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 08/14/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23861

**TITLE:** Utility billing aging report

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b)(d)(2008).

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23546

3

**TITLE:** Utility billing reference files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until no longer needed for reference.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/12/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer needed for reference and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24296

3

**TITLE:** Utility consumer adjustment report

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year, there under by month

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 3.

**AUTHORIZED:** 07/22/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 26111

3

**TITLE:** Utility rate table summary

**DATES:** 1922-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

**AUTHORIZED:** 01/23/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23323

3

**TITLE:** Utility service reminder notices

**DATES:** 1922-

**ARRANGEMENT:** Chronological by month; thereunder numerical by account number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of official files. Information includes utility account number, amount past due, date sent, date service will be discontinued and address.

**RETENTION:**

Retain until no longer needed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 11/11/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer needed and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23550

3

**TITLE:** Utility termination billings copies files

**DATES:** 1922-

**ARRANGEMENT:** Chronological by year, thereunder numerical by account number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

**AUTHORIZED:** 01/29/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23550

**TITLE:** Utility termination billings copies files

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23490

3

**TITLE:** Vendor list

**DATES:** 1922-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until updated or superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 3.

**AUTHORIZED:** 01/30/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 23490

**TITLE:** Vendor list

(continued)

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 24912

3

**TITLE:** Warrant requests - cancelled

**DATES:** 1922-

**ARRANGEMENT:** Chronological by month

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is the manual documentation method of inputting data about canceled warrants which then becomes part of the general ledger.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 28.

**AUTHORIZED:** 01/30/2003

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Clearfield (Utah). Finance Division

**SERIES:** 28385

3

**TITLE:** Zion's trust statements

**DATES:** 1980-

**ARRANGEMENT:** Chronological by month and year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are monthly statements showing receipts and disbursements for monies invested with Zion's Bank. The records include reports of cash reconciliation, investment summaries, holdings and account transactions.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

**AUTHORIZED:** 01/20/2017

**FORMAT MANAGEMENT:**

All Formats: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Public