Retention and Classification Report

Agency: American Fork (Utah) (31)

51 E. Main Street
City Administrative Office
American Fork, UT 84003
756-3571

Records Officer Richard Colborn

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AGENCY: American Fork (Utah)

SERIES: 20068 3
TITLE: Accounts payable
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. 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 MUN 5, Item 1.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20069 3
TITLE: Accounts receivable

DATES: undated
ARRANGEMENT:
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 MUN 5, Item 2.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20062 3
TITLE: Annual budget
DATES: undated
ARRANGEMENT:
DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 20062
TITLE: Annual budget

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20063 3
TITLE: Annual fixed asset report
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

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 4, Item 1.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 19981 3
TITLE: Arrest reports
DATES: 1991-
ARRANGEMENT: Numerical by arrest code or incident number
ANNUAL ACCUMULATION: 7.20 cubic feet.
DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 10 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 6.

AUTHORIZED: 02/08/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy provided not part of case file.

APPRAISAL:

PRIMARY DESIGNATION:
Private

AGENCY: American Fork (Utah)

SERIES: 19981
TITLE: Arrest reports

(continued)

SECONDARY DESIGNATION(S):
Public. Initial contact report

AGENCY: American Fork (Utah)

SERIES: 25489 3
TITLE: Attorney case files

DATES: 1970-
ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:
DESCRIPTION:

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, depositions, research material, settlements, and attorneys' notes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

AUTHORIZED: 06/21/2004

FORMAT MANAGEMENT:

Paper: Retain in Office permanently and then transfer to State Archives with authority to weed.

APPRAISAL:

Legal

AGENCY: American Fork (Utah)

SERIES: 25489
TITLE: Attorney case files

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected

AGENCY: American Fork (Utah)

SERIES: 24064 3
TITLE: Bank statements and deposits
DATES: ca. 1991-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

The monthly bank statements show 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. Also included are the bank deposits. These books record savings accounts. They include amounts, description of transaction, date, current balance, name of the bank and account numbers. These two groups of documents are maintained together as a records series.

RETENTION:

Retain in office 4 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 7.

AUTHORIZED: 01/02/2002

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

AGENCY: American Fork (Utah)

SERIES: 24064
TITLE: Bank statements and deposits

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Private. UCA 63G-2-302 (2008) account numbers

AGENCY: American Fork (Utah)

SERIES: 20735 3
TITLE: Beer license application files
DATES: 1988-
ARRANGEMENT: Alphanumerical by ???
ANNUAL ACCUMULATION: 4.50 cubic feet.
DESCRIPTION:

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION:

Retain 4 years after completion of application.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 1.

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after completion of application and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Private. UCA 63G-2-302 (1)(g)(2008). Social security numbers

AGENCY: American Fork (Utah)

SERIES: 19979 3
TITLE: Board of Adjustment minutes
DATES: 1961-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 19979
TITLE: Board of Adjustment minutes

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(1)(e)

AGENCY: American Fork (Utah)

SERIES: 20057 3
TITLE: Bond anticipation
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

RETENTION:

Retain 1 year after being redeemed

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 1.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 27414 3
TITLE: Broadband customer lists
DATES: 2003-
ARRANGEMENT: Numerical by customer number
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a list of Broadband customers. Customer information on the list includes but is not limited to customer name and number, address, dates of connection and disconnection, and internet service provider. The list is maintained to track customers and their service providers and to track who is hooked up to the Broadband network.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 04/21/2010

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative Fiscal

AGENCY: American Fork (Utah)

SERIES: 20736 3
TITLE: Business license files
DATES: 1988-
ARRANGEMENT: Alphanumerical by ???
ANNUAL ACCUMULATION: 4.50 cubic feet.
DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years after final renewal of license.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after final renewal of license. and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: American Fork (Utah)

SERIES: 24061 3
TITLE: Business license mailing list
DATES: ca. 1984-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These are lists of names and addresses derived from the business license records used for business license renewal statements. This list is also released to individuals upon request. In that circumstance information released is name of business, business address, business telephone number.

RETENTION:

Retain in office until superseded.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

AUTHORIZED: 12/28/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 24061
TITLE: Business license mailing list

(continued)

SECONDARY DESIGNATION(S):

Private.	UCA 63G-2-302 (2008). Name, social security number, phone number.

AGENCY: American Fork (Utah)

SERIES: 20738 3
TITLE: Cemetery deeds
DATES: 1899-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 84757 3
TITLE: Cemetery maps
DATES: ca. 1874-1981.
ARRANGEMENT: by plot
ANNUAL ACCUMULATION:
DESCRIPTION:

These maps document the location of burials in the American Fork Cemetery

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1877 through 1976. Retain in State Archives permanently.

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

AGENCY: American Fork (Utah)

SERIES: 20737 3
TITLE: Certificates of perpetual care
DATES: 1938-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are copies of certificates issued to plot owners. They are used as a cross reference to plot deeds to record if grave has perpetual care. They include certificate number, date issued, name, amount paid, receipt number, and grave location.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 27653 3
TITLE: Claim petition file

DATES: 2003-
ARRANGEMENT: Chronological by year; thereafter by order received
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain 6 years

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 1.

AUTHORIZED: 02/16/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy provided there is no pending litigation.

APPRAISAL:

Legal
Legal 63G-7-401

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20052 3
TITLE: Committee minutes
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 20052
TITLE: Committee minutes

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32)

AGENCY: American Fork (Utah)

SERIES: 19982 3
TITLE: Council agenda
DATES: 1986-2015.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the public notification of date, time, place and items to be presented to City Council for consideration at regularly scheduled, special and emergency city council meetings.

RETENTION:

Retain 2 years or until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 7.

AUTHORIZED: 04/21/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until administrative need ends and then destroy provided not part of official minutes.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 19978 3
TITLE: Council minutes
DATES: 1869-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 6.00 cubic feet.
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).

RETENTION:

Retain permanently

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 04/21/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: American Fork (Utah)

SERIES: 19978
TITLE: Council minutes

(continued)

APPRAISAL:

PRIMARY DESIGNATION:
Public UCA 63G-2-301(1)(e)

AGENCY: American Fork (Utah)

SERIES: 20743 3
TITLE: Customer application records
DATES: undated
ARRANGEMENT:
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 after account closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: American Fork (Utah)

SERIES: 20742 3
TITLE: Customer deposit cards
DATES: 1985-
ARRANGEMENT: Alphanumerical by ??
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 after account closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: American Fork (Utah)

SERIES: 20064 3
TITLE: Disposition records

DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION:

Retain 3 years after disposition of property.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 2.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of property and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20924 3
TITLE: Draft performance audit
DATES: 1998-
ARRANGEMENT: Alphabetical by ???
ANNUAL ACCUMULATION:
DESCRIPTION:

These are draft reports of performance audits. They are used by the city council to determine performance. They include

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(22)

AGENCY: American Fork (Utah)

SERIES: 20065 3
TITLE: Equipment inventories files
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION:

Retain 1 year after being reconciled with subsequent inventory.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 3.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20049 3
TITLE: Feasibility studies

DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain 3 years after completion of study.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of study and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(11); UCA 63G-2-305(22)

AGENCY: American Fork (Utah)

SERIES: 20911 3
TITLE: Fix-It Program chronological logs/complaint lists
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These lists record complaints made to the Business Inspection Office under the Fix-It Program. This program is used to quickly and easily solve problems dealing with business licensing, building and zoning violations, fire hazards, and beautification issues. The person who receives the fix-it ticket is responsible to resolve the problem and contact the enforcement officer or building inspection once they have taken the appropriate action to correct the problem. These lists are used to track what action has been taken by the city regarding a complaint and its resolution. The lists include date, location, property owners, complaint, action taken, and result.

RETENTION:

Retain 1 year

DISPOSITION:
Destroy provided no litigation is pending

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy provided no litigation is pending.

Computer magnetic storage media: Retain in Office for 1 year and then erase provided no litigation is pending.

AGENCY: American Fork (Utah)

SERIES: 20911
TITLE: Fix-It Program chronological logs/complaint lists

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20066 3
TITLE: Fixed asset lists
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
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 MUN 4, Item 4.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20058 3
TITLE: General obligation bonds
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-19 (1997)).

RETENTION:

Retain 1 year after paid or cancelled

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 9.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after paid or cancelled and then microfilm.

Paper: Retain in Office for 1 year after being paid or cancelled and then destroy.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 20058
TITLE: General obligation bonds

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20048 3
TITLE: Grievance and disciplinary files
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain 3 years after case is closed.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:
Private unsubstantiated

SECONDARY DESIGNATION(S):
Public. substantiated (UCA 63G-2-301(2)(O) (2008))

AGENCY: American Fork (Utah)

SERIES: 20910 3
TITLE: Initial contact reports
DATES: 1982-
ARRANGEMENT: Numerical by criminal code
ANNUAL ACCUMULATION: 7.20 cubic feet.
DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)(1998)). These reports do not include follow-up or investigative reports prepared after this initial report.

RETENTION:

Retain 5 years.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 63.

AUTHORIZED: 11/19/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 20910
TITLE: Initial contact reports

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(2)(g) (2008)

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(9) (2008)

AGENCY: American Fork (Utah)

SERIES: 24422 3
TITLE: Interment registers

DATES: 1874-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION:
DESCRIPTION:

These registers serve as a cross-reference to plat books. They are arranged numerically by interment number. They include interment number, name of deceased, permit number, date interred, certificate number, date of death, location of grave by plot, lot, tier, name of undertaker, owner of lot, and pertinent information on removal (if applicable).

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 5.

AUTHORIZED: 09/13/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: American Fork (Utah)

SERIES: 24422
TITLE: Interment registers

(continued)

APPRAISAL:

Historical
These records have historical value as documentation of burial of individuals.

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20050 3
TITLE: Meeting agenda
DATES: 2015.
ARRANGEMENT:
ANNUAL ACCUMULATION:
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 after or until administrataive need ends.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 1.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after or until administrative need ends and then destroy provided if not part of official minutes.

APPRAISAL:

PRIMARY DESIGNATION:
Public

REVIEW AND UPDATE STATUS:
This report was reviewed and updated on 03/2015.

AGENCY: American Fork (Utah)

SERIES: 20051 3
TITLE: Meeting minute tape recordings
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION:

Retain 3 years after approval of official minutes.

DISPOSITION:

Destroy provided resolution of any related litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 45.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after approval of official minutes and then destroy provided resolution of any related litigation.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 20051
TITLE: Meeting minute tape recordings

(continued)

PRIMARY DESIGNATION:
Public

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(32); 52-4-7.5(2)

AGENCY: American Fork (Utah)

SERIES: 20060 3
TITLE: Municipal revenue bonds
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-17 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 10.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after paid or cancelled and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20053 3
TITLE: Notary bond files
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION:

Retain 1 year after expiration or renewal or bond.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 34.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration or renewal of bond and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20740 3
TITLE: Ordinances
DATES: 1970-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

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

AGENCY: American Fork (Utah)

SERIES: 20740
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20054 3
TITLE: Performance audits
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 36.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 19980 3
TITLE: Planning Commission minutes
DATES: 1971-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain permanent

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: American Fork (Utah)

SERIES: 19980
TITLE: Planning Commission minutes

(continued)

PRIMARY DESIGNATION:
Public UCA 63G-2-301(1)(e)

AGENCY: American Fork (Utah)

SERIES: 20912 3
TITLE: Police investigation comments audio tapes
DATES: 1998-
ARRANGEMENT: Chronological by audit date
ANNUAL ACCUMULATION:
DESCRIPTION:

These are interviews of persons making comments regarding the police department. They are used as part of the investigation of the police department. The City Council audits these tapes during the ongoing investigation. They include the individual cassette tape labeled with the name of person interviewed and date interviewed.

RETENTION:

Retain 3 years or until the resolution of all administrative and legal issues.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 3 years or until resolution of all administrative and legal issues and then erase.

PRIMARY DESIGNATION:
Private

SECONDARY DESIGNATION(S):
Protected. UCA 63G-2-305(9) (2008)

AGENCY: American Fork (Utah)

SERIES: 20059 3
TITLE: Project control files

DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain memoranda, preliminary reports, and other records documenting assignments and the progress of projects. These files do not contain the final reports.

RETENTION:

Retain 1 year after project closed.

DISPOSITION:
Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 18.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 20739 3
TITLE: Proof of publication records
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14 (1997)).

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 21.

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 10362 3
TITLE: Publications
DATES: 1965-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION:
DESCRIPTION:

This series contains isolated publications not part of another series, created by or for the city of American Fork.

Holdings include a Master Plan (1965): A proposed master plan for American Fork was presented to the planning commission and city council for adoption in October 1965, culminating a 17-month effort to guide future development in the city. In addition to the development proposal, the 20-page report includes sections on background, analysis, and projects; summary of problem areas, and future planning program. There are also charts, tables, photographs, and historic and contemporary maps. The report was compiled by R. Clay Allred & Associates, Planning Consultants & Landscape Architects, of Salt Lake City.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical
These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20741 3
TITLE: Resolutions
DATES: 1977-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 6.00 cubic feet.
DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently.

DISPOSITION:
Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 10/06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal
Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: American Fork (Utah)

SERIES: 20741
TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: American Fork (Utah)

SERIES: 11370 3
TITLE: School board minutes
DATES: 1880-1889.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This single volume (17 June 1880 to 3 September 1889) was used by the board to record minutes of school board meetings.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal
Minutes document the decisions of a government entity and are of key administrative and historical importance.

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20061 3
TITLE: Special improvement bonds
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-328 (1997)).

RETENTION:

Retain after paid or cancelled.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 12.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until paid or cancelled and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20067 3
TITLE: Surplus property case files
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain 6 years after final payment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 5.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after final payment and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20055 3
TITLE: Telephone messages
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name of person receiving and leaving message, and action request (e.g., return call, etc.).

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 20056 3
TITLE: Transitory correspondence
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 42.

AUTHORIZED: 05/26/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: American Fork (Utah)

SERIES: 24062 3
TITLE: Utility mailing list
DATES: ca. 1984-
ARRANGEMENT: none
ANNUAL ACCUMULATION:
DESCRIPTION:

These are lists of names and addresses used for utility billing. When requested by individuals mailing address only is released.

RETENTION:

Retain in office until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

AUTHORIZED: 12/28/2001

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded and then delete.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008). Name, social security number, telephone number.

AGENCY: American Fork (Utah)

SERIES: 27409 1
TITLE: Utility shut-offs
DATES: 2010.
ARRANGEMENT: Alphabetical by surname, thereunder by address
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a record of municipal utilities that are turned off, either at the request of a property owner or due to non-payment of utility bills. Municipal employees use these records to monitor utility services that are turned off. The record includes the name, address, and account number for utilities that have been turned off, and the date of shut off.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 month and then delete.

APPRAISAL:

Administrative