Retention and Classification Report

Agency: Elk Ridge (Utah) (356)

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Elk Ridge, UT 84651
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Records Officer Royce Swensen

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AGENCY: Elk Ridge (Utah)

SERIES: 15820 3
TITLE: Accounts payable
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION:

Retain for 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: 09/05/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15821 3
TITLE: Accounts receivable
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files consist of copies prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies (UCA 70A-2-725).

RETENTION:

Retain for 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: 09/05/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15825 3
TITLE: Administrative payroll report
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are reports and statistics with any supporting and related records to payroll operations and pay administration. Includes reports and data used for workload and personnel management purposes.

RETENTION:

Retain for 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: 07/20/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15819 3
TITLE: Annual budget
DATES: undated
ARRANGEMENT:
DESCRIPTION:
The final annual municipal financial plan approved by the city council for all expenditures of municipality.

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: 09/05/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:
Public

AGENCY: Elk Ridge (Utah)

SERIES: 15822 3
TITLE: Audit reports
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

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 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical
Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15817 3
TITLE: Bond anticipation notes (debt service)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These notes are used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable and 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).

RETENTION:

Retain until redeemed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 1.

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15818 3
TITLE: Bond redemption registers (building and performance)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

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

RETENTION:

Retain for 3 years after redemption of coupon.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after redemption of coupon and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 28486 3
TITLE: Building plans
DATES: 2003-
ARRANGEMENT: None
DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartments, or single family residential structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
This series has permanent historical value as representative documentation of the work handled by permitting and inspection staff in municipalities throughout the state. It also has value as documentation of the types of buildings constructed in the time period covered by the series.

AGENCY: Elk Ridge (Utah)

SERIES: 15832 3
TITLE: City charter (articles of incorporation)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain constitution, bylaws and all amendments to city charters approved by the State Legislature.

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 4.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15839 3
TITLE: Class "C" road funding project files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These project files document the funding for Class "C" roads. CLass "C" funding is money allocated to each city or town from the state road fund "under rules and regulations mutually adopted by city officials and the State Road Commission" (UCA 27-12-23). The files include amount of funds allocated and how funds were spent for each project (man-hours, vehicle usage, and material used).

RETENTION:

Retain for 3 years after claim, audit, or litigation settled.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after claim, audit, or litigation settled and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15833 3
TITLE: Contracts and agreements files (contractor's liability)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15834 3
TITLE: Deeds files (promissory notes with trust deed)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.Usually filed alphabetically by name of property.

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 33, Item 4.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15823 3
TITLE: General ledgers

DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15813 3
TITLE: Grant files (supporting documents)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis and all other supporting data.

RETENTION:

Retain for 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 11/11/2003

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15812 3
TITLE: Grant files original applications
DATES: undated
ARRANGEMENT:
DESCRIPTION:

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

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 9.

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15829 3
TITLE: Insurance policy files (commercial auto)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15828 3
TITLE: Insurance policy files (commercial general liability)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15827 3
TITLE: Insurance policy files (commercial property)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15830 3
TITLE: Insurance policy files (errors and omissions)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15826 3
TITLE: Insurance policy files (worker's compensation fund)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are insurance policy contracts between municipality and private insurers.

RETENTION:

Retain for 15 years after expiration of policy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15824 3
TITLE: Investment accounting
DATES: undated.
ARRANGEMENT:
DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION:

Retain for 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 14.

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15831 3
TITLE: Liability risk management case files
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are case files of the reporting, investigation and settlement of liability claims filed against the municipalities.

RETENTION:

Retain for 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 12124 3
TITLE: Minutes
DATES: 1977-
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain until microfilmed.

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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

APPRAISAL:

Administrative Historical Legal
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Elk Ridge (Utah)

SERIES: 12124
TITLE: Minutes

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Elk Ridge (Utah)

SERIES: 15835 3
TITLE: Ordinances
DATES: undated
ARRANGEMENT:
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 714. An ordinance includes the title, preamble, an ordaining clause, 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: 09/06/1995

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: Elk Ridge (Utah)

SERIES: 15835
TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:
Public

AGENCY: Elk Ridge (Utah)

SERIES: 15814 3
TITLE: Organizational charts
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are files containing organizational charts and reorganizational studies. They are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. They also include agency histories and selected background material. Agency histories and selected background material.

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 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15815 3
TITLE: Policies and procedures
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

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 70.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15836 3
TITLE: Resolutions
DATES: 1979-
ARRANGEMENT: Numerical by resolution number
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).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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.

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15837 3
TITLE: Special assessment plats (property assessment listing)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION:

Retain for 5 years after district is completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 18.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after district is completed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15838 3
TITLE: Special assessment plats (residential address)
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These plats show the location of properties that are affected by special assessments. Plats are used for reference and for compilation of tax roll. They include footage, actual property lines, township and range, rights-of-way, monument markers, lot measurements, blocks, subdivision names, and color coding to indicate properties being assessed.

RETENTION:

Retain for 5 years after district is completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 18.

AUTHORIZED: 09/06/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after district is completed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Elk Ridge (Utah)

SERIES: 15816 3
TITLE: Studies and surveys
DATES: undated
ARRANGEMENT:
DESCRIPTION:

These are documents related to various studies by private and other government agencies. Includes working papers, correspondence, related documents and final report.

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 25.

AUTHORIZED: 09/05/1995

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public