

Retention and Classification Report

Agency: Bureau of Hazardous Waste Management (521)

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Salt Lake City, UT 84116
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Records Officer

27387 Money transmittals
27386 Public Meeting notification records

AGENCY: Bureau of Hazardous Waste Management

SERIES: 27387

3

TITLE: Money transmittals

DATES: 2009-

ARRANGEMENT: Chronological by date of deposit

DESCRIPTION:

Cash receipt transaction forms accompanying agency deposits to the State Treasurer's Office.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cash receipt transaction form (fi-33), GRS-1806.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Bureau of Hazardous Waste Management

SERIES: 27386

3

TITLE: Public Meeting notification records

DATES: 2009-

ARRANGEMENT: Chronological by date published

DESCRIPTION:

These documents are used to track Publication of Public Notices and billing information. Documents include letter of authorization to newspaper to publish the notice; invoice from the newspaper giving date of the invoice, the name of the newspaper that published the notice, the size of the advertisement, the ad number, a description of the ad, the date published, and the amount due; and an affidavit of publication giving the name and signature of the newspaper's employee certifying that the ad was published, the date of publication and a clipping of the ad.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public information files, GRS-2001.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Bureau of Hazardous Waste Management

SERIES: 27386

TITLE: Public Meeting notification records

(continued)

PRIMARY DESIGNATION:

Public