

# 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