

Retention and Classification Report

Agency: Moab (Utah) (658)

City Center
217 East Center
Moab, UT 84532
435 259-5121

Records Officer: Rachel Stenta

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AGENCY: Moab (Utah)

SERIES: 28114

3

TITLE: Accounting journals

DATES: 1998-

ARRANGEMENT: chronological by calendar year and month

DESCRIPTION:

Records in these journals provide a detailed accounting of all transactions. Information includes date, account number, amount, vendor name, and description.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 20.

AGENCY: Moab (Utah)

SERIES: 28114

TITLE: Accounting journals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27830

3

TITLE: Accounts payable warrants

DATES: 1970-

ARRANGEMENT: chronological thereunder alphabetical

ANNUAL ACCUMULATION: 9.00 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

AGENCY: Moab (Utah)

SERIES: 27830

TITLE: Accounts payable warrants

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28149

3

TITLE: Accounts receivable billing register

DATES: ended 2009

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

AGENCY: Moab (Utah)

SERIES: 28149

TITLE: Accounts receivable billing register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28148

3

TITLE: Accounts receivable invoices

DATES: unknown

ARRANGEMENT: Alphanumeric

TOTAL VOLUME:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 3.

Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28146

3

TITLE: Accounts receivable reports

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

Fiscal.

AGENCY: Moab (Utah)

SERIES: 28146

TITLE: Accounts receivable reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27829

3

TITLE: Annual financial reports

DATES: 1970-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

RETENTION:

Retain 104 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

AGENCY: Moab (Utah)

SERIES: 27829

TITLE: Annual financial reports

(continued)

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26556

3

TITLE: Arts and recreation class rosters

DATES: 1997-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These rosters record participation in recreational programs sponsored by the City of Moab. They include program or activity title, date, and participant's name and phone number.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26556

TITLE: Arts and recreation class rosters

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Moab (Utah)

SERIES: 26552

3

TITLE: Arts and recreation flyers

DATES: 1994-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

Arts and recreation flyers market city sponsored programs and classes. They typically advertise and describe classes or programs being offered and tell the date, time, location, and duration of the class.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 5.

AGENCY: Moab (Utah)

SERIES: 26552

TITLE: Arts and recreation flyers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26553

3

TITLE: Arts and recreation rental contracts

DATES: 1990-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These contracts are agreements with the City of Moab to rent city facilities. They contain the renter's name address, phone numbers, terms of agreement, date, and name of facility rented.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26553

TITLE: Arts and recreation rental contracts

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Moab (Utah)

SERIES: 26557

3

TITLE: Arts and recreation room request forms

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The City of Moab uses these forms to track the use of rental/class rooms at the Moab Arts Recreation Center. Information on the forms includes the date of request, date of use, type of use, instructor's name, name of class, and type of activity.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 6.

AGENCY: Moab (Utah)

SERIES: 26557

TITLE: Arts and recreation room request forms

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26010

3

TITLE: Audit Reports

DATES: 1958-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

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

AGENCY: Moab (Utah)

SERIES: 26010

TITLE: Audit Reports

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

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 CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28159

3

TITLE: Bank depository summary

DATES: unknown

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 11.

AGENCY: Moab (Utah)

SERIES: 28159

TITLE: Bank deposit summary

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28158

3

TITLE: Bank statements

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 7.

Administrative and fiscal

AGENCY: Moab (Utah)

SERIES: 28158

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27834

3

TITLE: Building permit files

DATES: 1970-

ARRANGEMENT: numerical

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain 104 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 99 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 2.

AGENCY: Moab (Utah)

SERIES: 27834

TITLE: Building permit files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27405

3

TITLE: Business license list

DATES: 1998-

ARRANGEMENT: Alphabetical by name of business

ANNUAL ACCUMULATION:

DESCRIPTION:

The business license list tracks all approved business license applications and renewals. Information in the applications includes licensee contact information as well as license number, business name and location, business type, business owner's name, billing name, telephone number, and e-mail address.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 2.

AGENCY: Moab (Utah)

SERIES: 27406

3

TITLE: Cell phone records

DATES: 1998-

ARRANGEMENT: Numerical by phone number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for telephone services or repairs.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27831

3

TITLE: Check registers

DATES: 1970-

ARRANGEMENT: numerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28113

3

TITLE: City Council packets

DATES: 1998-

ARRANGEMENT: chronological by city council meeting date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are packets of supplemental materials for city council meetings for use by council members and staff members. Packets may include applications, correspondence, proposed resolutions, and proposed ordinances.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years and then delete.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 8.

AGENCY: Moab (Utah)

SERIES: 28113

TITLE: City Council packets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 25947

3

TITLE: Council minutes

DATES: 1902-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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: Moab (Utah)

SERIES: 25947

TITLE: Council minutes

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28160

3

TITLE: Deposit daily summary - MRAC

DATES: 2011

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 11.

Administrative and fiscal

AGENCY: Moab (Utah)

SERIES: 28160

TITLE: Deposit daily summary - MRAC

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27832

3

TITLE: Detail general ledgers

DATES: 1970-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 2.00 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 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

AGENCY: Moab (Utah)

SERIES: 27832

TITLE: Detail general ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28116

3

TITLE: Discharge monitoring reports

DATES: 1998-

ARRANGEMENT: chronological by report date

ANNUAL ACCUMULATION:

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (1996)).

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

AGENCY: Moab (Utah)

SERIES: 28116

TITLE: Discharge monitoring reports

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27833

3

TITLE: Fuel records

DATES: 1970-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28152

3

TITLE: General ledger interest allocations

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

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 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

Fiscal

AGENCY: Moab (Utah)

SERIES: 28152

TITLE: General ledger interest allocations

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28154

3

TITLE: General ledger updates

DATES: ended 2009

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

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 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

Administrative

AGENCY: Moab (Utah)

SERIES: 28154

TITLE: General ledger updates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27828

3

TITLE: Government Records Access and Management Act (GRAMA) requests

DATES: 1998-

ARRANGEMENT: numerical by records request number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 29.

AGENCY: Moab (Utah)

SERIES: 27828

TITLE: Government Records Access and Management Act (GRAMA) requests

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28115

3

TITLE: Journal entries

DATES: 1998-

ARRANGEMENT: chronological by calendar year and month

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are used to make corrections and transfers between general ledger accounts. Information includes detail of corrections and transfers as well as supplemental material to document reasoning.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

AGENCY: Moab (Utah)

SERIES: 28115

TITLE: Journal entries

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28568

3

TITLE: Moab Police Department photograph

DATES: 1967-1968.

ARRANGEMENT: None.

ANNUAL ACCUMULATION:

DESCRIPTION:

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Historical

Disposition is based on the historic value of this photograph in documenting law enforcement officials from a local Utah community in the late 1960's.

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 27407

3

TITLE: Municipal tenant leases

DATES: 2005

ARRANGEMENT: Alphabetical by leasee name

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 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 6.

AGENCY: Moab (Utah)

SERIES: 27407

TITLE: Municipal tenant leases

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26012

3

TITLE: Ordinances

DATES: 1941-

ARRANGEMENT: Chronological by year

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Moab (Utah)

SERIES: 26012

TITLE: Ordinances

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 19.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28157

3

TITLE: Payment and adjustment register

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME: 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 3.

Administrative and fiscal

AGENCY: Moab (Utah)

SERIES: 28157

TITLE: Payment and adjustment register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28156

3

TITLE: Payment request

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These are forms signed by customers requesting a refund of monies paid to the entity.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 17.

Administrative and fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28112

3

TITLE: Planning Commission packets

DATES: 1995-

ARRANGEMENT: chronological by Planning Commission meeting date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are packets containing exhibits and other supplemental materials for Planning Commission meetings for use by commission members and staff members.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 8.

AGENCY: Moab (Utah)

SERIES: 28112

TITLE: Planning Commission packets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 25202

3

TITLE: Publications

DATES: c. 1956-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Moab or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

Holdings include: "Master Plan for Moab's Future" prepared for the City of Moab, Utah by Dale Despain, Consulting Planner (c.1956) and Annual Report (1984)

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative Historical This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 25.

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28155

3

TITLE: Receipt register

DATES: unknown

ARRANGEMENT: Alphanumeric and thereafter chronological

TOTAL VOLUME: 1.00 cubic foot.

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 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

Administrative and fiscal

AGENCY: Moab (Utah)

SERIES: 28155

TITLE: Receipt register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 26011

3

TITLE: Resolutions

DATES: 1946-

ARRANGEMENT: Chronological by year

TOTAL VOLUME:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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.

Microfilm duplicate: Retain in Regional Repository permanently.

AGENCY: Moab (Utah)

SERIES: 26011

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 22.

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 CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 6769

3

TITLE: Special assessments: curb and gutter statements

DATES: 1971-1986.

ARRANGEMENT: Alphabetical by last name

TOTAL VOLUME:

DESCRIPTION:

These statements concern special assessments levied for construction of curb and gutter. One copy is sent to the customer and a duplicate is retained by the Treasurer's Office to validate when paid. It is used as a record of payments on the assessment and for audit purposes. This record includes name and address, treasurer's receipt number, lot number, block number, plat or subdivision, unpaid principal, interest, total to pay in full, installments now due, total due for installment, penalty, receipt number, cash register validation, installment number, and date due.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided final or annual expenditure report is submitted.

APPRAISAL:

These statements have been determined to only have administrative value of three years after total payment has been received.

AGENCY: Moab (Utah)

SERIES: 28150

3

TITLE: Utility garbage billing adjustments

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME:

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 3.

AGENCY: Moab (Utah)

SERIES: 28150

TITLE: Utility garbage billing adjustments

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

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

AGENCY: Moab (Utah)

SERIES: 28153

3

TITLE: Utility meter readings

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME: 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 22.

Administrative

AGENCY: Moab (Utah)

SERIES: 28153

TITLE: Utility meter readings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Moab (Utah)

SERIES: 28151

3

TITLE: Water & sewer deposit register

DATES: unknown

ARRANGEMENT: Chronological

TOTAL VOLUME:

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 and then destroy.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 22, Item 12.

AGENCY: Moab (Utah)

SERIES: 28151

TITLE: Water & sewer deposit register

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Moab (Utah)

SERIES: 27404

3

TITLE: Zoning complaints and enforcement

DATES: 1998-

ARRANGEMENT: Chronological by date of notice

TOTAL VOLUME:

DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant. Includes copies of all correspondence related to enforcement of complaints.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 16, Item 9.