Retention and Classification Report

Agency: Ogden (Utah). City Auditor (724)

2549 Washington blvd #210
Ogden, UT 84401

Records Officer

05774 *Financial record
05752 *Letterbooks
11950 *Warrant registers

AGENCY: Ogden (Utah). City Auditor

SERIES: 5774 3
TITLE: Financial record
DATES: 1852-1868.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These records are of a general nature but reflect the time period and the financial transactions of which there are very few other records.

RETENTION AND DISPOSITION AUTHORIZATION:
Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Historical
Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY DESIGNATION:
Public

AGENCY: Ogden (Utah). City Auditor

SERIES: 5752 3
TITLE: Letterbooks
DATES: 1896-1926.
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

Letterbooks containing copies of reports and correspondence of the city auditor. Seven volumes span 1896-1926.

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
Disposition based on the value of these records in documenting agency finances, policies, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). City Auditor

SERIES: 11950 3
TITLE: Warrant registers
DATES: 1916-1925.
ARRANGEMENT: Chronological
DESCRIPTION:

A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 26.

AUTHORIZED: 04/01/1993

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Historical

PRIMARY DESIGNATION:

Public