

Retention and Classification Report

Agency: Park City (Utah). Administrative Services (771)

PO Box 1480
445 Marsac Ave
Park City, UT 84060
435 615-5000

Records Officer

21363	Accounts payable
21364	Accounts receivable
21365	Accounts receivable invoices
21416	Administrative payroll reports
21438	Adverse action files
21368	Audit reports
21369	Bank deposit (pass) book
21370	Bank statements
21310	Bond redemption and destruction certificates
21311	Bond redemption registers
21312	Bond registration files
13486	Bonding obligations
21313	Bonds, notes and coupons paid files
21349	Budget apportionment records
21417	Budget authorization reference files
21350	Budget background records
21351	Budget estimates and justification files
21352	Budget information files
21353	Budget message
21354	Budget working files
21371	Check copy files
21372	Check registers
21373	Checkbook stubs
21439	Comprehensive Employment and Training Act (CETA) perso
21440	Course announcement files
21374	Daily cash reports
85237	Daybooks
21418	Deductions and other earnings registers
21375	Deposit slips
21442	Eligibility certificates

21443 Eligibility register
 21444 Emergency and other personal leave files
 21335 Employee bonds
 21419 Employee earnings history files
 21445 Employee history card
 21446 Employee training files
 21447 Employee warning files
 21448 Employment applications (hired)
 21449 Employment applications (not hired)
 21450 Employment eligibility records
 21451 Equal Employment Opportunity (EEO) compliance case files
 21452 Equal Employment Opportunity (EEO) discrimination compla
 21453 Equal Employment Opportunity (EEO) program files
 21456 Equal Employment Opportunity (EEO) reports
 21457 Equal Employment Opportunity (EEO) statistics files
 21458 Exempt employee performance related records
 05374 *Expenditure ledger
 21275 Feasibility studies
 21337 Fidelity bonds
 03782 Financial record book
 21420 Flex time attendance records
 21421 Garnishment records
 85137 General ledgers
 21341 General obligation bonds
 21280 Grant files original applications
 21459 Green Thumb program files
 21460 Grievance and disciplinary files
 21281 Housekeeping files
 21422 Income tax exemptions and withholding files
 21423 Individual authorization allotments files
 21424 Insurance deduction files
 21378 Interdepartmental billings
 21461 Interview records
 21379 Investment accounting daily sheets
 21380 Investment accounting monthly reports
 21381 Investment registers
 21504 Invoices
 21462 Job openings files
 21463 Labor-Management relations files
 21425 Leave adjustment reports
 21426 Leave application files
 21427 Leave data files
 21464 Merit employee performance-related records
 21465 Municipal Officers' and Employee Ethics Act records
 21288 Notary bond files
 21428 Payroll files
 21429 Payroll register
 85201 *Payroll register
 21355 Periodic budget reports
 21468 Personal injury files
 21469 Personnel files
 21470 Position description files
 21471 Position survey files
 21472 Pre-employment health records

21473 Pre-employment tests
21388 Private vehicle usage files
21507 Purchase orders
21508 Purchase requisition files
21474 Quarterly wage list reports
21382 Receipt books
05377 Receipts
21475 Recruitment files
21383 Refund request
21356 Regular budget reports
21430 Retirement benefits assistance files
21431 Retirement files
21476 Salary surveys
21384 Sales and use tax return forms
21384 Sales and use tax return forms
21433 Savings bond purchase summary report
05370 *Sidewalk tax payment ledger
21385 State Treasurer's accounting statements
21386 State Treasurer's deposits
21387 Subsidiary ledger and journals files
21477 Summer youth program files
21434 Taxable wage earning report
21478 Temporary employees personnel files
21357 Tentative budget files
21435 Time sheets
21389 Travel/passenger reimbursement files
21390 Unclaimed check/warrants
21516 Vouchers
21436 Wage survey files
21391 Warrant registers
21393 Warrant request-cancelled
21392 Warrant requests
21394 Warrant/checks-lost
21395 Warrant/checks-redeemed
21437 Workers compensation claim files

AGENCY: Park City (Utah). Administrative Services

SERIES: 21363

3

TITLE: Accounts payable

DATES: 1980-

ARRANGEMENT: Numerical

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. One years in office and 3 years in agency records center.

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:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21363

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21364

3

TITLE: Accounts receivable

DATES: 1987-

ARRANGEMENT: Chronological

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. One year in office and 3 years in agency records center.

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:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21364

TITLE: Accounts receivable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21365

3

TITLE: Accounts receivable invoices

DATES: 1982-

ARRANGEMENT: Numerical

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21416

3

TITLE: Administrative payroll reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 1.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21416

TITLE: Administrative payroll reports

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21438

3

TITLE: Adverse action files

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in the official personnel files.

RETENTION:

Retain 3 years, after case is closed

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 3 years after case is closed and then destroy.

APPRAISAL:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21438

TITLE: Adverse action files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21368

3

TITLE: Audit reports

DATES: 1989-

ARRANGEMENT: Chronological

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 Permanent, may be transferred to Atate Archives

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.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21368

TITLE: Audit reports

(continued)

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 UCA 51-2-3(3) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21369

3

TITLE: Bank deposit (pass) book

DATES:

ARRANGEMENT:

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21370

3

TITLE: Bank statements

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality 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:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21370

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21310

3

TITLE: Bond redemption and destruction certificates

DATES:

ARRANGEMENT:

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION:

Retain 3 years, after expiration of bonds and then file in "Bond Issue Files".

DISPOSITION:

.

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 after expiration of bonds and then file in "Bond issue Files".

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21311

3

TITLE: Bond redemption registers

DATES:

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain 3 years, after redemption of coupon

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 after redemption of coupon and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21312

3

TITLE: Bond registration files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the issuing agent's copies of bond registration stubs.

RETENTION:

Retain 2 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 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 13486

3

TITLE: Bonding obligations

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

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 after expiration of bonds and then file with bond issues and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21313

3

TITLE: Bonds, notes and coupons paid files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

RETENTION:

Retain 1 year, after being redeemed

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 1 year after being redeemed and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21349

3

TITLE: Budget apportionment records

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION:

Retain 5 years, after close of fiscal year

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 5 years after close of the fiscal year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 2.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21349

TITLE: Budget apportionment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21417

3

TITLE: Budget authorization reference files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION:

Retain Until superseded

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 until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 2.

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21417

TITLE: Budget authorization reference files

(continued)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21350

3

TITLE: Budget background records

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain 2 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 2 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21350

TITLE: Budget background records

(continued)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21351

3

TITLE: Budget estimates and justification files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 4.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21351

TITLE: Budget estimates and justification files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21352

3

TITLE: Budget information files

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain 2 years, after budget has been adopted.

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 2 years after budget has been adopted and then destroy.

APPRAISAL:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21352

TITLE: Budget information files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21353

3

TITLE: Budget message

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

RETENTION:

Retain 2 years, after the close of the calendar year covered by the budget.

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 2 years after close of the calendar year covered by the budget and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 6.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21353

TITLE: Budget message

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21354

3

TITLE: Budget working files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION:

Retain 2 years, after close of the calendar year covered by the budget.

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 2 years after close of the calendar year covered by the budget and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 9.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21354

TITLE: Budget working files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21371

3

TITLE: Check copy files

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain 1 year.

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21372

3

TITLE: Check registers

DATES: 1980-

ARRANGEMENT: Numerical

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.

RETENTION:

Retain 7 years. One year in office and 6 years in agency records center.

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 7 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21373

3

TITLE: Checkbook stubs

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 32.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21373

TITLE: Checkbook stubs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21439

3

TITLE: Comprehensive Employment and Training Act (CETA) personnel files

DATES:

ARRANGEMENT:

DESCRIPTION:

These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through federally funded CETA programs. These employees were not later hired as full-time regular municipal employees (20 CFR 678 (1990)). CETA is an obsolete federally funded employment program.

RETENTION:

Retain 5 years, from the date of enrollment

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 5 years after date of enrollment and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 3.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21439

TITLE: Comprehensive Employment and Training Act (CETA) personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21440

3

TITLE: Course announcement files

DATES: 1998-

ARRANGEMENT: Chronological

DESCRIPTION:

These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.

RETENTION:

Retain Until superseded.

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 until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 33.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21440

TITLE: Course announcement files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21374

3

TITLE: Daily cash reports

DATES: 1995-

ARRANGEMENT: Alphabetical, sorted by computer

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 85237

4

TITLE: Daybooks

DATES: i [ca. 19--]

ARRANGEMENT: Chronological

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.

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.

Microfilm master: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21418

3

TITLE: Deductions and other earnings registers

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21418

TITLE: Deductions and other earnings registers

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21375

3

TITLE: Deposit slips

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21442

3

TITLE: Eligibility certificates

DATES: 2000-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

RETENTION:

Retain 4 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 4 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 2.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21442

TITLE: Eligibility certificates

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(a) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21443

3

TITLE: Eligibility register

DATES: 2000-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

RETENTION:

Retain 2 years, after expiration of eligibility.

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 2 years after expiration of eligibility and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 4.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21443

TITLE: Eligibility register

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21444

3

TITLE: Emergency and other personal leave files

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

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.

APPRAISAL:

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

AGENCY: Park City (Utah). Administrative Services

SERIES: 21444

TITLE: Emergency and other personal leave files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21335

3

TITLE: Employee bonds

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1977)).

RETENTION:

Retain 3 years, after expiration of bond

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 after expiration of bond and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 8.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21335

TITLE: Employee bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21419

3

TITLE: Employee earnings history files

DATES: 1987-

ARRANGEMENT: Alphabetical, sorted by computer program

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION:

Retain Until separation of employees and then place in personnel file.

DISPOSITION:

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 until separation of employee, place in personnel file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 4.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21419

TITLE: Employee earnings history files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21445

3

TITLE: Employee history card

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION:

Retain 7 years, after separation or two years after retirement

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 7 years after separation or 2 years after retirement and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 6.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21445

TITLE: Employee history card

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21446

3

TITLE: Employee training files

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION:

Retain 6 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 6 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 18.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21446

TITLE: Employee training files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21447

3

TITLE: Employee warning files

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

RETENTION:

Retain 2 years, after employee completes an acceptable performance review from the date of the written notice

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 2 years after employee completes an acceptable performance and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 19.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21447

TITLE: Employee warning files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21448

3

TITLE: Employment applications (hired)

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION:

Retain in personnel file

DISPOSITION:

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 until transferred to personnel file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 1.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21448

TITLE: Employment applications (hired)

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21449

3

TITLE: Employment applications (not hired)

DATES: 1976-

ARRANGEMENT: Chronological

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain 2 years, after application deadline

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 2 years after application deadline and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21449

TITLE: Employment applications (not hired)

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21450

3

TITLE: Employment eligibility records

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION:

Retain 3 years, after date of hire or (1) year after date employment is terminated, whichever is longer.

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 3 years after date of hire or until 1 year after termination and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 34.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21450

TITLE: Employment eligibility records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21451

3

TITLE: Equal Employment Opportunity (EEO) compliance case files

DATES:

ARRANGEMENT:

DESCRIPTION:

These are compliance files containing background papers and correspondence relating to contractor employment practices.

RETENTION:

Retain 3 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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21452

3

TITLE: Equal Employment Opportunity (EEO) discrimination complaint

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION:

Retain 4 years, after resolution of case

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 4 years after resolution of case and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 8.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21452

TITLE: Equal Employment Opportunity (EEO) discrimination complaint

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21453

3

TITLE: Equal Employment Opportunity (EEO) program files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION:

Retain Permanent, may be transferred to the State Archives

DISPOSITION:

Retain in agency custody.

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 permanently after may be transferred to the State Archives.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 22.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21453

TITLE: Equal Employment Opportunity (EEO) program files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21456

3

TITLE: Equal Employment Opportunity (EEO) reports

DATES:

ARRANGEMENT:

DESCRIPTION:

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

RETENTION:

Retain 2 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 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 35.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21456

TITLE: Equal Employment Opportunity (EEO) reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21457

3

TITLE: Equal Employment Opportunity (EEO) statistics files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain employment statistics and statistical reports relating to race and gender.

RETENTION:

Retain Permanent, may be transferred to State Archives

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 23.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21458

3

TITLE: Exempt employee performance related records

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION:

Retain 5 years, after date of appraisal

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 5 years after date of appraisal and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 7.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21458

TITLE: Exempt employee performance related records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 5374

3

TITLE: Expenditure ledger

DATES: 1892-1898.

ARRANGEMENT: None.

DESCRIPTION:

Holographic entries summarize receipts and disbursements by account and/or fund. Holdings (1 volume)

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:

This disposition is based on a decision by the state archivist not to apply the general schedule (October 1996).

RETENTION JUSTIFICATION:

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21275

3

TITLE: Feasibility studies

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain 5 years after completion of study.

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 5 years after completion of study and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 11.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21275

TITLE: Feasibility studies

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21337

3

TITLE: Fidelity bonds

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1977)).

RETENTION:

Retain 3 years, after expiration.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 8.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21337

TITLE: Fidelity bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 3782

3

TITLE: Financial record book

DATES: 1898-

ARRANGEMENT: Alphanumerical.

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.

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 State Archives permanently with authority to weed.

APPRAISAL:

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

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21420

3

TITLE: Flex time attendance records

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These are supplemental time and attendance records (e.g., sign-in/sign-out sheets and work reports). They are used for payroll accounting under flextime systems.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 17.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21420

TITLE: Flex time attendance records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21421

3

TITLE: Garnishment records

DATES: 1989-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain 3 years, after end of garnishment

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 after end of garnishment and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 5.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21421

TITLE: Garnishment records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 85137

4

TITLE: General ledgers

DATES: 1892-

ARRANGEMENT: Chronological by date.

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.

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.

Microfilm master: For records beginning in 1892 through 1900. Retain in State Records Center for 10 years and then destroy.

Paper: For records beginning in 1914 through 1956. Retain in State Archives permanently with authority to weed.

APPRAISAL:

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

Records have temporary administrative and fiscal value and may be destroyed according to retention schedule.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 85137

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21341

3

TITLE: General obligation bonds

DATES:

ARRANGEMENT:

DESCRIPTION:

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-310 (2006)).

RETENTION:

Retain 1 year, after being paid or canceled

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 1 year after being paid or cancelled and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 9.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21341

TITLE: General obligation bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21280

3

TITLE: Grant files original applications

DATES: 1982-

ARRANGEMENT: Alphabetical

DESCRIPTION:

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

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 9.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21280

TITLE: Grant files original applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21459

3

TITLE: Green Thumb program files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the municipality's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older citizens and rural communities by providing essential community services through promoting the employment and training of older Americans. The Green Thumb Program is sponsored by the National Farmer's Union and is funded by the U.S. Department of Labor. Participants are low income persons 55 years and older who work an average of 20 to 24 hours per week. The files include time cards, Green Thumb employment form, performance review forms, enrollee job description, work schedule, medical examination form, memoranda, surveys, and related correspondence.

RETENTION:

Retain 3 years, after final expenditure reports submitted

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 3 years after final expenditure report submitted and then destroy.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21459

TITLE: Green Thumb program files

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 24.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21460

3

TITLE: Grievance and disciplinary files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain 3 years, after case is closed

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 3 years after case is closed and then destroy.

APPRAISAL:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21460

TITLE: Grievance and disciplinary files

(continued)

PRIMARY CLASSIFICATION:

Private unsubstantiated

SECONDARY CLASSIFICATION(S):

Public. substantiated (UCA 63G-2-301(2)(o) (2008))

AGENCY: Park City (Utah). Administrative Services

SERIES: 21281

3

TITLE: Housekeeping files

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain 1 year, or no longer needed

DISPOSITION:

Destroy.

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 for 1 year after no longer needed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 7.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21281

TITLE: Housekeeping files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21422

3

TITLE: Income tax exemptions and withholding files

DATES: 1970-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain 4 years, after form is superseded of termination of employee

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 after form is superseded or termination of employee and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 6.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21422

TITLE: Income tax exemptions and withholding files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21423

3

TITLE: Individual authorization allotments files

DATES: 1970-

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

RETENTION:

Retain Until superseded or three (3) years after separation of employee

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 until superseded or 3 years after separation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 7.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21423

TITLE: Individual authorization allotments files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21424

3

TITLE: Insurance deduction files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain 3 years, after separation of employee or superseded

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 after separation of employee or superseded and then destroy.

APPRAISAL:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21424

TITLE: Insurance deduction files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21378

3

TITLE: Interdepartmental billings

DATES:

ARRANGEMENT:

DESCRIPTION:

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 13.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21378

TITLE: Interdepartmental billings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21461

3

TITLE: Interview records

DATES: 1995-

ARRANGEMENT: Alphabetical by position

DESCRIPTION:

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION:

Retain 2 years, after hiring decision is made

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 after hiring decision is made and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 25.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21461

TITLE: Interview records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21379

3

TITLE: Investment accounting daily sheets

DATES: 1999-

ARRANGEMENT: Chronological

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 3 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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 14.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21379

TITLE: Investment accounting daily sheets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21380

3

TITLE: Investment accounting monthly reports

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 34.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21380

TITLE: Investment accounting monthly reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21381

3

TITLE: Investment registers

DATES:

ARRANGEMENT:

DESCRIPTION:

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 15.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21381

TITLE: Investment registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21504

3

TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by batch and check number

DESCRIPTION:

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 5.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21504

TITLE: Invoices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21462

3

TITLE: Job openings files

DATES: 1995-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain 1 year

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 10.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21462

TITLE: Job openings files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21463

3

TITLE: Labor-Management relations files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 26.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21463

TITLE: Labor-Management relations files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21425

3

TITLE: Leave adjustment reports

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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 3 years and then destroy.

APPRAISAL:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21425

TITLE: Leave adjustment reports

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21426

3

TITLE: Leave application files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).

RETENTION:

Retain 1 year

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 1 year and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 9.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21426

TITLE: Leave application files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21427

3

TITLE: Leave data files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 10.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21427

TITLE: Leave data files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21464

3

TITLE: Merit employee performance-related records

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain 3 years, after date of appraisal

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 after date of appraisal and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21464

TITLE: Merit employee performance-related records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21465

3

TITLE: Municipal Officers' and Employee Ethics Act records

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 (1989) through 10-3-1312 (1989) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

RETENTION:

Retain 10 years, after termination of municipal employment/appointment

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 10 years after termination of municipal employment/appointment and then destroy.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21465

TITLE: Municipal Officers' and Employee Ethics Act records

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 36.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21288

3

TITLE: Notary bond files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

RETENTION:

Retain 1 year, after expiration or renewal of bond

DISPOSITION:

Destroy.

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 for 1 year after expiration or renewal of bond and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 34.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21288

TITLE: Notary bond files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21428

3

TITLE: Payroll files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 11.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21428

TITLE: Payroll files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21429

3

TITLE: Payroll register

DATES: 1906-

ARRANGEMENT: Chronological

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 7 years, if agency has employee earnings history files, if not retain 58 years. One year in office and 6 years in RC.

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 7 years and then destroy provided employee earning history transferred to personnel file.

Paper: For records beginning in 1906 through 1914. Retain in State Archives permanently with authority to weed.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21429

TITLE: Payroll register

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 85201

4

TITLE: Payroll register

DATES: i 1906-1927.

ARRANGEMENT: Chronological, thereunder alphabetical by employee surname.

DESCRIPTION:

Each city employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, and other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

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.

Microfilm master: Retain in State Archives permanently.

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21355

3

TITLE: Periodic budget reports

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year, or until administrative need ends

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 after administrative need ends and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 7.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21355

TITLE: Periodic budget reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21468

3

TITLE: Personal injury files

DATES: 1976-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21468

TITLE: Personal injury files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21469

3

TITLE: Personnel files

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

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 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21469

TITLE: Personnel files

(continued)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21470

3

TITLE: Position description files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain 5 years, after position is abolished or description is supereded

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 5 years after position is abolished or until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 13.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21470

TITLE: Position description files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21471

3

TITLE: Position survey files

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION:

Retain 3 years, or until position is resurveyed, whichever occurs first

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 3 years after position is resurveyed and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 14.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21471

TITLE: Position survey files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21472

3

TITLE: Pre-employment health records

DATES: 1976-

ARRANGEMENT: Alphabetical

DESCRIPTION:

Employee health records can include but are not limited to such things as Family Medical Leave documentation, psychological profiles, doctor's notes for absences, long and short term disability documentation, documentation of disability accommodations, workers' compensation information, x-rays, hypertension screenings, blood series, pre-employment physicals, medical histories and etc. The records are used to limit liability in deployment of workers, to establish the health status of potential employees, and to limit the effect of occupation related diseases or to modify conditions that might limit an employee's ability to perform assigned duties.

RETENTION:

Retain 30 years for regular employees and 1 year for temporary employees.

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 30 years and then destroy.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21472

TITLE: Pre-employment health records

(continued)

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 37.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21473

3

TITLE: Pre-employment tests

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.

RETENTION:

Retain 3 years, or as required by federal law or until administrative need ends

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 3 years after or as required by federal law or admin. need ends and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 38.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21473

TITLE: Pre-employment tests

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Private. applicant's name and score

AGENCY: Park City (Utah). Administrative Services

SERIES: 21388

3

TITLE: Private vehicle usage files

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are authorization forms for municipal officials or employees to use a private vehicle for municipal business when it is the most economical method of travel.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 25.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21388

TITLE: Private vehicle usage files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21507

3

TITLE: Purchase orders

DATES: 1980-

ARRANGEMENT: Numerical by batch and check number

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 1.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21507

TITLE: Purchase orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21508

3

TITLE: Purchase requisition files

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain requisitions for supplies and equipment for current inventory.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 8.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21508

TITLE: Purchase requisition files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21474

3

TITLE: Quarterly wage list reports

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 29.

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21474

TITLE: Quarterly wage list reports

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21382

3

TITLE: Receipt books

DATES: 1987-

ARRANGEMENT: Chronological

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. One year in office and 2 years in agency records center.

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:

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

The State Archivist in October 1996 did not approve a request to destroy these records, which were inventoried during the A-room project.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21382

TITLE: Receipt books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 5377

4

TITLE: Receipts

DATES: i 1903-

ARRANGEMENT: Chronological according to receipt number

DESCRIPTION:

Money collected by the city is acknowledged by a receipt which list the name of the person making the payment, date, and the amount received. Revenue is generated by the collection of poll tax, city tax, cemetery fees, business license fees, and city fines or penalties.

RETENTION:

Retain post 1910 records for 3 years.

DISPOSITION:

Destroy.

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.

Microfilm duplicate: For records beginning in 1903 through 1909. Retain in State Records Center for 3 years and then destroy.

Paper: For records beginning in 1910 and continuing to the present. Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Historical

The State Archivist, Jeff Johnson, determined that the receipts prior to 1909 have historical value. More recent records created by the agency are limited retention under the terms of the general schedule.

AGENCY: Park City (Utah). Administrative Services

SERIES: 5377

TITLE: Receipts

(continued)

RETENTION JUSTIFICATION:

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21475

3

TITLE: Recruitment files

DATES: 1995-

ARRANGEMENT: Alphabetical by position

DESCRIPTION:

These files document the offering of municipal positions to potential employees. These files contain job offers which were declined. The accepted offers are maintained in individual personnel files.

RETENTION:

Retain 2 years, after hiring decision is made

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 2 years after hiring decision is made and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 30.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21475

TITLE: Recruitment files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21383

3

TITLE: Refund request

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

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

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

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

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21383

TITLE: Refund request

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21356

3

TITLE: Regular budget reports

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 10.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21356

TITLE: Regular budget reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21430

3

TITLE: Retirement benefits assistance files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.

RETENTION:

Retain 1 year

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 1 year and then destroy.

APPRAISAL:

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

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21430

TITLE: Retirement benefits assistance files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21431

3

TITLE: Retirement files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 13.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21431

TITLE: Retirement files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21476

3

TITLE: Salary surveys

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

RETENTION:

Retain 3 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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 40.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21476

TITLE: Salary surveys

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21384

3

TITLE: Sales and use tax return forms

DATES: 1994-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

RETENTION:

Retain 4 years. Two years in office then 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 18.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21384

TITLE: Sales and use tax return forms

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21432

3

TITLE: Saving and bond purchase records

DATES: 2000-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the payroll deduction and purchase of U.S. Savings Bonds.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 20.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21432

TITLE: Saving and bond purchase records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21433

3

TITLE: Savings bond purchase summary report

DATES: 2000-

ARRANGEMENT: Numerical

DESCRIPTION:

These reports list employee U.S. Savings Bond purchases and remaining bond balances.

RETENTION:

Retain until administrative need ends

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 until administrative need end and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 21.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21433

TITLE: Savings bond purchase summary report

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302(1) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 5370

3

TITLE: Sidewalk tax payment ledger

DATES: 1912-1913.

ARRANGEMENT: None

DESCRIPTION:

Holographic entries in the sidewalk payment ledger may include name, address (for land owners living outside Park City), length of sidewalk, costs per foot, costs of materials (drainage pipe or guard timbers), excavation costs, interest charged, and date paid.

Holdings: (1 volume).

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:

This disposition is based on a decision by the state archivist not to apply the general schedule (October 1996).

RETENTION JUSTIFICATION:

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21385

3

TITLE: State Treasurer's accounting statements

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain 1 year

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 1 year and then destroy.

APPRAISAL:

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

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21385

TITLE: State Treasurer's accounting statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21386

3

TITLE: State Treasurer's deposits

DATES: 1999-

ARRANGEMENT: Chronological

DESCRIPTION:

These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

RETENTION:

Retain 3 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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 35.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21386

TITLE: State Treasurer's deposits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21387

3

TITLE: Subsidiary ledger and journals files

DATES: 1987-

ARRANGEMENT: Chronological

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

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

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21387

TITLE: Subsidiary ledger and journals files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21477

3

TITLE: Summer youth program files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of labor training/modification form, employment applications, and related correspondence.

RETENTION:

Retain 3 years,after termination of employment

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 3 years after termination of employment and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 31.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21477

TITLE: Summer youth program files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21434

3

TITLE: Taxable wage earning report

DATES: 1985-

ARRANGEMENT: alphabetical, thereunder chronological by year

DESCRIPTION:

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 22.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21434

TITLE: Taxable wage earning report

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302(1) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21478

3

TITLE: Temporary employees personnel files

DATES: 1980-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

RETENTION:

Retain 1 year, after separation

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 1 year after separation and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 32.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21478

TITLE: Temporary employees personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21357

3

TITLE: Tentative budget files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

RETENTION:

Retain 5 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 5 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 8.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21357

TITLE: Tentative budget files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21435

3

TITLE: Time sheets

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21435

TITLE: Time sheets

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21389

3

TITLE: Travel/passenger reimbursement files

DATES: 1985-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION:

Retain 3 years. One year in office and 2 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 23.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21389

TITLE: Travel/passenger reimbursement files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21390

3

TITLE: Unclaimed check/warrants

DATES: 1987-

ARRANGEMENT: Numerical

DESCRIPTION:

These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.

RETENTION:

Retain 1 year, then transfer to the State Treasurer, Unclaimed Property Division.

DISPOSITION:

.

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 1 year and then transfer to the State Treasurer.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 36.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21390

TITLE: Unclaimed check/warrants

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21516

3

TITLE: Vouchers

DATES: 1994-

ARRANGEMENT: Numerical by batch and check number

DESCRIPTION:

This is an official authorization to pay on a claim or bill. Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 4.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21516

TITLE: Vouchers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21436

3

TITLE: Wage survey files

DATES: 1990-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain Until completion of second succeeding wage survey

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 until completion of second succeeding wage survey and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 15.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21436

TITLE: Wage survey files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Park City (Utah). Administrative Services

SERIES: 21391

3

TITLE: Warrant registers

DATES: 1944-

ARRANGEMENT: Numerical

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years. One yers in office and 6 years in agency records center.

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 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 26.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21391

TITLE: Warrant registers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21393

3

TITLE: Warrant request-cancelled

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

This is the manual documentation method of inputting data about canceled warrants which then becomes part of the general ledger.

RETENTION:

Retain 4 years. One year in office and 3 yrae in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 28.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21393

TITLE: Warrant request-cancelled

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21392

3

TITLE: Warrant requests

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

These are requests from entities to pay vendors.

RETENTION:

Retain 4 years. One years in office and 3 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 27.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

PRIMARY CLASSIFICATION:

Public

AGENCY: Park City (Utah). Administrative Services

SERIES: 21392

TITLE: Warrant requests

(continued)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21394

3

TITLE: Warrant/checks-lost

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 30.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21394

TITLE: Warrant/checks-lost

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(g) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21395

3

TITLE: Warrant/checks-redeemed

DATES: 1980-

ARRANGEMENT: Numerical

DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION:

Retain 4 years. One year in office and 3 years in agency records center.

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.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 29.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21395

TITLE: Warrant/checks-redeemed

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(g) (2008)

AGENCY: Park City (Utah). Administrative Services

SERIES: 21437

3

TITLE: Workers compensation claim files

DATES: 1976-

ARRANGEMENT: Chronological

DESCRIPTION:

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

RETENTION:

Retain 10 years, after final settlement

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 after final settlement and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 16.

When inventoried in November 1996, the records' historic value was cited by the State Archivist as justification for permanent retention.

AGENCY: Park City (Utah). Administrative Services

SERIES: 21437

TITLE: Workers compensation claim files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b) (2008)