

Retention and Classification Report

Agency: Provo (Utah). Finance Department (806)
351 West Center
Provo, UT 84601
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Records Officer

85044 *Audit reports
07024 Beer license applications
84083 General ledgers
27638 *Provo Treasurer quarter report
84077 *Water assessment book

AGENCY: Provo (Utah). Finance Department

SERIES: 85044

4

TITLE: Audit reports

DATES: i 1948-1967.

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

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.

Microfilm duplicate: For records beginning in 1948 through 1967. Retain in State Archives permanently.

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Finance Department

SERIES: 7024

3

TITLE: Beer license applications

DATES: 1978-

ARRANGEMENT: Alphabetical by name of business

DESCRIPTION:

These applications are filled out by businesses to obtain licenses for selling beer within the boundaries of Provo City. There are four classes of licenses: Class A--consumption off premises; Class B--consumption on premises; Class C--beer on draft or container on or off premises; and Class D--wholesale. Applicants are required to file a cash or corporate bond (UCA 32-4-4) and to undergo a criminal history check by the police department. Businesses are licensed annually for the fiscal year (July - June). The applications are used to verify accuracy of information provided and to authorize the licensure of businesses. The information on these applications include class of license, name and address of applicant, description of business or activity, list of management information (name, title, business and home addresses, and birth dates), bonding requirements, questions on qualifications for license; names, addresses, and phone numbers of three references; notarized signature; examination and approval information from city police; list of persons handling beer.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1987.

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:

Administratively, these files should only be maintained for four years. The statute of limitations provisions indicate that an action must be taken within four years.

AGENCY: Provo (Utah). Finance Department

SERIES: 84083

3

TITLE: General ledgers

DATES: 1906-

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.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

This retention is based on the municipal financial general records retention schedule (9/85).

AGENCY: Provo (Utah). Finance Department

SERIES: 84083

TITLE: General ledgers

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Finance Department

SERIES: 27638

3

TITLE: Provo Treasurer quarter report

DATES: 1892.

ARRANGEMENT:

DESCRIPTION:

Financial report, quarter report 1892. Provo treasurer.

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.

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

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

APPRAISAL:

Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2. Quarterly report of the Provo Treasurer from 1892.

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah). Finance Department

SERIES: 84077

3

TITLE: Water assessment book

DATES: 1902-1903.

ARRANGEMENT: Alphanumerical by address (street name and house number)

TOTAL VOLUME: 0.30 cubic feet.

DESCRIPTION:

This volume records the payment of water bills. It contains: name of owner or agent, house number, number of months, amount of charge, purposes (house, lawn, bath closet, urinal, boiler, [type of business] store, saloon, barber shop, stables, vehicles, animals, fire plug), total amount, date of connection, date notified, when paid, receipt number, and miscellaneous comments.

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 State Archives permanently.

APPRAISAL:

Administrative Historical

This retention is based on the historical value of this book to document water usage in Provo City. It could be used for both community and family studies.

PRIMARY CLASSIFICATION:

Public