Retention and Classification Report

Agency: Sandy (Utah). Administrative Services Department (863)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer Molly Spira

26707	Arts guild check registers
26705	Cash summary
81241	Census information files
26714	Deductions and other earnings
84100	* Employee medical and dental claim files
27287	Liability claims
26704	Payroll registers
26708	Receipts and deposit slips
25366	Subrogation claims
26712	Time sheets
26715	Time sheets
26713	Warrant/checks redeemed
25367	Workers compensation claims

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26707 3
TITLE: Arts guild check registers
DATES: 2001-
ARRANGEMENT: Chronological
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

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 9.

AUTHORIZED: 02/26/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26705 3
TITLE: Cash summary
DATES: 2005-
ARRANGEMENT: Chronological
DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

AUTHORIZED: 02/21/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 81241 3
TITLE: Census information files
DATES: 1971-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files contain copies of U.S. Census forms concerning government employment and local government tax revenues. They are used to meet the requirements for Federal Revenue Sharing and to make census financial information available. They contain name of person completing form, title, official address, and phone number; individual questions concerning numbers of employees and payroll; retirement and other employee benefits; employee organizations; and governmental expenditures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

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 and then destroy.

APPRAISAL:

Administrative
this retention is based upon the administrative needs expressed by the department. The Code of Federal Regulations does not provide a specific retention for these records. So the presumption of the years is used 5 CFR 1320.6.

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 81241
TITLE: Census information files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26714 3
TITLE: Deductions and other earnings
DATES: 2005-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
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 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 3.

AUTHORIZED: 03/03/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 84100 3
TITLE: Employee medical and dental claim files
DATES: 1979-1981.
ARRANGEMENT: Alphabetical by employees' names
TOTAL VOLUME: 0.30 cubic feet.
DESCRIPTION:

These files contain employee medical and dental claims for a defunct previous insurance carrier. They were originally used to track medical and dental claims and later for cost analysis studies for new insurance programs. They contain: claim forms, worksheets, and forms on resolved. They include: name of employee, purpose of claim, medical treatment received, dates, and name of dependents.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

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:

These files are obsolete and should be immediately destroyed.

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 27287 3
TITLE: Liability claims
DATES: 1989-
ARRANGEMENT: Alphabetical by surname
TOTAL VOLUME:
DESCRIPTION:

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

AUTHORIZED: 08/27/2009

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Photographs: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Compact disc: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 27287
TITLE: Liability claims

(continued)

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26704 3
TITLE: Payroll registers
DATES: 1987-
ARRANGEMENT: Chronological
TOTAL VOLUME:
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 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 12.

AUTHORIZED: 03/03/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26704
TITLE: Payroll registers

(continued)

APPRAISAL:

Administrative Fiscal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26708 3
TITLE: Receipts and deposit slips
DATES: 2004-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 11.

AUTHORIZED: 02/26/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 25366 3
TITLE: Subrogation claims
DATES: 1995-
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME:
DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 2.

AUTHORIZED: 04/07/2004

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26712 3
TITLE: Time sheets
DATES: 2005-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 14.

AUTHORIZED: 02/29/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26715 3
TITLE: Time sheets
DATES: 2005-
ARRANGEMENT: Chronological
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 14.

AUTHORIZED: 03/03/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26713 3
TITLE: Warrant/checks redeemed
DATES: 2004-
ARRANGEMENT: Chronological.
TOTAL VOLUME:
DESCRIPTION:

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

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 29.

AUTHORIZED: 03/03/2008

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 25367 3
TITLE: Workers compensation claims
DATES: 1990-
ARRANGEMENT: Alphabetical by name
TOTAL VOLUME:
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 80 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 35.

AUTHORIZED: 03/13/2015

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 transfer to State Records Center. Retain in State Records Center for 78 years and then destroy.

APPRAISAL:

Administrative Legal

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 25367
TITLE: Workers compensation claims

(continued)

PRIMARY CLASSIFICATION:
Private

SECONDARY CLASSIFICATION(S):
Public. UCA 63G-2-301(1)(b) (2008)