

Retention and Classification Report

Agency: St. George (Utah). Department of Finance (895)

175 e 200 n
st george, UT 84770

Records Officer Christina Fernandez

17953	Accounts receivable invoices
17966	Administrative payroll records
18044	Billing adjustment records
17967	Budget authorization reference files
17950	Budget background records
17951	Budget estimates and justification files
17952	Budget working files
17968	Deductions and other earnings registers
17970	Garnishment records
17971	Income tax exemptions and withholding files
17972	Insurance deduction files
17982	Leave adjustment reports
17973	Leave application files
17974	Leave data files
17975	Payroll files
17976	Payroll register
18002	Quarterly wage list reports
17983	*Retirement benefits assistance files
17977	Retirement files
06047	Tax assessment rolls
17985	Taxable wage earning reports
17962	Unclaimed checks/warrants
17960	Warrant/checks redeemed

AGENCY: St. George (Utah). Department of Finance

SERIES: 17953

3

TITLE: Accounts receivable invoices

DATES: 1982-

ARRANGEMENT: Chronological by years, thereunder alphabetical by name

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17966

3

TITLE: Administrative payroll records

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 18044

3

TITLE: Billing adjustment records

DATES: 1980-

ARRANGEMENT: Numerical by account number, thereunder chronological
DESCRIPTION:

These records document adjustments made in utility billings for debit, credits, refunds, returned checks and abatements. They include customer's name and address, type of adjustments and justification, total amount changed, and authorizing signatures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Billing adjustment records, GRS-1111.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17967

3

TITLE: Budget authorization reference files

DATES: 1970-

ARRANGEMENT: Chronological by year

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 for 2 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17967

TITLE: Budget authorization reference files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17950

3

TITLE: Budget background records

DATES: 1970-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17951

3

TITLE: Budget estimates and justification files

DATES: 1970-

ARRANGEMENT: Chronological by year

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 for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17952

3

TITLE: Budget working files

DATES: 1970-

ARRANGEMENT: Chronological by year

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 for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after close of the calendar year covered by the budget and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Finance

SERIES: 17952

TITLE: Budget working files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17968

3

TITLE: Deductions and other earnings registers

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17970

3

TITLE: Garnishment records

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year, thereunder by name

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after end of garnishment and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17971

3

TITLE: Income tax exemptions and withholding files

DATES: 1980-

ARRANGEMENT: Alphabetical by 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 for 3 year(s) or until after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17972

3

TITLE: Insurance deduction files

DATES: ca. 1900-

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s) after after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after separation of employee and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17982

3

TITLE: Leave adjustment reports

DATES: 1995-

ARRANGEMENT: Alphabetical

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17973

3

TITLE: Leave application files

DATES: 1995-

ARRANGEMENT: Alphabetical

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17974

3

TITLE: Leave data files

DATES: 1995-

ARRANGEMENT: Alphabetical

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives
general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17975

3

TITLE: Payroll files

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17975

TITLE: Payroll files

(continued)

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17976

3

TITLE: Payroll register

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

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 for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: St. George (Utah). Department of Finance

SERIES: 17976

TITLE: Payroll register

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 18002

3

TITLE: Quarterly wage list reports

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Quarterly wage list reports, GRS-913.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: St. George (Utah). Department of Finance

SERIES: 18002

TITLE: Quarterly wage list reports

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17983

3

TITLE: Retirement benefits assistance files

DATES: ca. 1900.

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 AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17977

3

TITLE: Retirement files

DATES: ca. 1900-

ARRANGEMENT: Alphabetical

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 6047

4

TITLE: Tax assessment rolls

DATES: i 1893-

ARRANGEMENT: Numerical by book number, thereunder alphanumerical by name

DESCRIPTION:

These volumes record the assessment of real and personal property. They are used for taxing purposed by which the city assesses and collect property taxes within municipal boundaries. Each volume contains information such as: name of person; description of real estate; lot number; block number; letter of plat; value of real estate; value of livestock; value of vehicles; value of merchandise; value of stock with national banks; value of merchandise; value of stock with national banks; value of personal property; total value and amount of tax assessed; amount remitted or abated by Board of Equalization; and amount of payment.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: For records beginning in 1891 through 9999.
Retain in State Archives permanently.

AGENCY: St. George (Utah). Department of Finance

SERIES: 17985

3

TITLE: Taxable wage earning reports

DATES: 1980-

ARRANGEMENT: 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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Finance

SERIES: 17962

3

TITLE: Unclaimed checks/warrants

DATES: 1980-

ARRANGEMENT: Chronological by date of check

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Unclaimed checks/warrants, GRS-841.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then trans. to state treasurer, unclaimed property div..

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: St. George (Utah). Department of Finance

SERIES: 17960

1

TITLE: Warrant/checks redeemed

DATES: 1980-

ARRANGEMENT: Chronological by fiscal year

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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