

# Retention and Classification Report

**Agency:** Bountiful (Utah) (110)

790 South 100 East  
Bountiful, UT 84010  
801-298-6140

**Records Officer:** Shawna Andrus

85233	Balance sheets
85151	Building permits
13049	Business license applications
84974	City Council minutes
24942	Drug test negative results
24362	Drug test positive results
04483	Individual payroll records
22970	Payroll register, history and related files

**AGENCY:** Bountiful (Utah)

**SERIES:** 85233

3

**TITLE:** Balance sheets

**DATES:** i 1962-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Balance sheets for city personnel. Each sheet list expenditures by specific fund and shows total amount paid out for the time specified.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

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

**AGENCY:** Bountiful (Utah)

**SERIES:** 85151

4

**TITLE:** Building permits

**DATES:** i 1965-

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These files contain the permits issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment and the erection of barricades). They contain inspection requests, inspection reports, certificates of occupancy and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**RETENTION:**

Retain Permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

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

**APPRAISAL:**

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**AGENCY:** Bountiful (Utah)

**SERIES:** 85151

**TITLE:** Building permits

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2016.

**AGENCY:** Bountiful (Utah)

**SERIES:** 13049

3

**TITLE:** Business license applications

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/09/2016

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Bountiful (Utah)

**SERIES:** 84974

4

**TITLE:** City Council minutes

**DATES:** i 1899-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records support the agency's function to establish city resolutions, prescribe rules and regulations consistent with State law, and to execute all other assigned responsibilities in an open and efficient manner (Bountiful Municipal Code 2015, Utah Code 52-4-201(2006)). Records document all matters proposed, discussed, and votes taken (Utah Code 52-4-203(2014)). Information includes parties present, agendas, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 08/05/2015

**FORMAT MANAGEMENT:**

Microfilm master: For records beginning in 1899 through 1977. Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1899 through 2015. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1899 and continuing to the present. Retain in Office for 10 years.

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they document the decisions and actions of a municipal government.

**AGENCY:** Bountiful (Utah)

**SERIES:** 84974

**TITLE:** City Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Bountiful (Utah)

**SERIES:** 24942

3

**TITLE:** Drug test negative results

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 42.

**AUTHORIZED:** 12/07/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Bountiful (Utah)

**SERIES:** 24362

3

**TITLE:** Drug test positive results

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 41.

**AUTHORIZED:** 12/07/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after disciplinary action moved to personnel file or until administrative need ends whichever is shorter and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302

**AGENCY:** Bountiful (Utah)

**SERIES:** 4483

3

**TITLE:** Individual payroll records

**DATES:** 1952-

**ARRANGEMENT:** Alphanumerical

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Bountiful (Utah)

**SERIES:** 22970

1

**TITLE:** Payroll register, history and related files

**DATES:** 1952-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Bountiful (Utah)

**SERIES:** 22970

**TITLE:** Payroll register, history and related files

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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