Retention and Classification Report

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

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer: _____

26707	Arts guild check registers
26705	Cash summary
81241	Census information files
26714	Deductions and other earnings
27287	Liability claims
26704	Payroll registers
26708	Receipts and deposit slips
25366	Subrogation claims
26712	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 for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

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:

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

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 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: 08-27-2018

FORMAT MANAGEMENT:

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:

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

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:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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 DESIGNATION:

Public

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26714 3
TITLE: Deductions and other earnings
DATES: 2005-
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 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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Sandy (Utah). Administrative Services Department

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

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

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Liability risk management case files, GRS-2013.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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.

APPRAISAL:

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2018.

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26704 3
TITLE: Payroll registers
DATES: 1987-
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 for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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.

APPRAISAL:

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

AGENCY: Sandy (Utah). Administrative Services Department

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

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

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: 08-27-2018

FORMAT MANAGEMENT:

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:

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

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 25366 3
TITLE: Subrogation claims
DATES: 1995-
ARRANGEMENT: Alphabetical by name
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 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: 08-27-2018

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Sandy (Utah). Administrative Services Department

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

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

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: 02-20-2019

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 26713 3
TITLE: Warrant/checks redeemed
DATES: 2004-
ARRANGEMENT: Chronological.
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 authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

AGENCY: Sandy (Utah). Administrative Services Department

SERIES: 25367 3
TITLE: Workers compensation claims
DATES: 1990-
ARRANGEMENT: Alphabetical by name
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 for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 73 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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