

## Retention and Classification Report

**Agency:** Weber County (Utah). County Auditor (1288)

Weber Center  
2380 Washington Blvd. #320  
Ogden, UT 84401

**Records Officer:** \_\_\_\_\_

22847	Abatement application files
05298	Annual financial reports
22357	Approved budgets
29457	Budget
05362	Employee payroll records
06809	General ledger detail report
19890	Internal audit reports
19889	Internal audit working papers
05000	Payroll journals
05363	Warrant registers

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 22847

3

**TITLE:** Abatement application files

**DATES:** 1990-

**ARRANGEMENT:** Chronological, thereunder numerical by application number

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. These files contain application forms (form TC-40CY County application indigent abatement and circuit breaker application) completed by taxpayers requesting exemption of property tax. Includes applicant's name, address, birth date, age, social security number; property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax abatement records, GRS-225.

**AUTHORIZED:** 12-04-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 22847

**TITLE:** Abatement application files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Applicant's name, amount of exemption, property tax serial number, number of acres

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5298

3

**TITLE:** Annual financial reports

**DATES:** 1898-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the statistical reports on the financial affairs of the entire county. These reports usually include a statement on the value of the all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

Disposition based on the value of these records in documenting agency/program fiscal policies, allocation procedures, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 22357

3

**TITLE:** Approved budgets

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, fiscal policies, procedures, and function.

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 22357

**TITLE:** Approved budgets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 29457

3

**TITLE:** Budget

**DATES:** 2016-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5362

3

**TITLE:** Employee payroll records

**DATES:** 1983-

**ARRANGEMENT:** Chronological, thereunder numerical by department number

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

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

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5362

**TITLE:** Employee payroll records

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 6809

3

**TITLE:** General ledger detail report

**DATES:** 1980-

**ARRANGEMENT:** Numerical by account number

**DESCRIPTION:**

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

**RETENTION:**

Retain for 10 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 4 years and then destroy.

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 19890

3

**TITLE:** Internal audit reports

**DATES:** 1996-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports are written and prepared as results of internal financial and performance audits. These audits are conducted as necessary depending on factors such as risk assessment and the priorities established by the audit committee and are used as a management tool in improving county operations. These reports include audit findings and recommendations.

**RETENTION:**

Permanent. Retain for 23 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 20 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the record's primary administrative and financial values and its secondary historical value. These reports are critical in the review and the evaluation of county programs.

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 19890

**TITLE:** Internal audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 19889

3

**TITLE:** Internal audit working papers

**DATES:** 1996-

**ARRANGEMENT:** Chronological, thereunder alphanumerical by a cross-referencing code

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These working papers provide the supporting documentation for internal audits. They support conclusions, findings, and recommendations of the internal audit. They are used for reference purposes in determining how an audit was conducted. The papers include questionnaires, interviews, test data, memoranda, copies of source documents (e.g., invoices, purchase requests), spreadsheets, methodological statements, and audit conclusions.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on fiscal and administrative needs expressed by the department.

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 19889

**TITLE:** Internal audit working papers

(continued)

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(9)

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5000

3

**TITLE:** Payroll journals

**DATES:** 1974-

**ARRANGEMENT:** Chronological, thereunder numerical by office code

**DESCRIPTION:**

This journal is a numerical listing by check number and agency codes of all payroll checks issued by the county. 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

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

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5000

**TITLE:** Payroll journals

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Weber County (Utah). County Auditor

**SERIES:** 5363

1

**TITLE:** Warrant registers

**DATES:** 1977-

**ARRANGEMENT:** Chronological, thereunder numerical by warrant number

**DESCRIPTION:**

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

**RETENTION:**

Retain for 7 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public