

Retention and Classification Report

Agency: Ogden (Utah). Community Development (1391)

2549 Washington Blvd., Suite 120
Ogden, UT 84401

Records Officer: _____

24902	HUD grant project loan files
24903	HUD grant project loan files unsuccessful
13558	Neighborhood development agency program budget reports
24986	Publications

AGENCY: Ogden (Utah). Community Development

SERIES: 24902

3

TITLE: HUD grant project loan files

DATES: 1970-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are records pertaining to home loan applications under the federal HUD grant project program. Information given by loan applicants include but not limited to name, address, social security number, credit reports, banking information, credit card numbers, employment records, etc.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after reconveyance of property and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Community Development

SERIES: 24903

3

TITLE: HUD grant project loan files unsuccessful

DATES: 1970-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are records pertaining to home loan applications under the federal HUD grant project program which were unsuccessful in participating in the program. Information given by loan applicants include but not limited to name, address, social security number, credit reports, banking information, credit card numbers, employment records, etc.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after determination is made of no participation and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Ogden (Utah). Community Development

SERIES: 13558

3

TITLE: Neighborhood development agency program budget reports

DATES: 1969-

ARRANGEMENT: none

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after being microfilmed.

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

Microfilm duplicate: Retain in Office permanently.

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

AGENCY: Ogden (Utah). Community Development

SERIES: 13558

TITLE: Neighborhood development agency program budget reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Ogden (Utah). Community Development

SERIES: 24986

3

TITLE: Publications

DATES: 1977-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY DESIGNATION:

Public