Retention and Classification Report

Agency: Washington County (Utah). County Auditor (1437)

Washington County Courthouse
18 South Main, P.O. Box 189
St. George, UT 84770

Records Officer: _____

26673	Accounts payable
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AGENCY: Washington County (Utah). County Auditor

SERIES: 26673 1
TITLE: Accounts payable
DATES: 1990-
ARRANGEMENT: Chronological by year,thereunder alphabetically by vendor
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. They may also include correspondence with vendors and computer printouts.

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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26658 1
TITLE: Audit reports
DATES: 1925-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. They include financial statements and balance sheets for county funds.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

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

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 28122 3
TITLE: Bank statements
DATES: 2007-
ARRANGEMENT: Alphabetical by bank name thereunder chronological by date
DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the entity showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

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 4 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 29455 3
TITLE: Budget
DATES: 2012-
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: Washington County (Utah). County Auditor

SERIES: 26676 3
TITLE: Budget working files
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain working papers used in preparation of the final county budget. They justify budget requests presented to the county commission and include departmental requests, work-up sheets, cost estimates, rough data accumulated in preparation of annual budget estimates, correspondence, and documentation for approval of the final budget.

RETENTION:

Retain for 1 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: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after close of calendar year covered by budget and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26657 1
TITLE: Check registers
DATES: 1990-
ARRANGEMENT: Numerical by check number
ANNUAL ACCUMULATION: 1.00 cubic foot.
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 proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26672 3
TITLE: Equalization files
DATES: 1990-
ARRANGEMENT: Chronological by year, thereunder numerical by file number
DESCRIPTION:

These files document the activities of the Board of Equalization. They contain appeal applications, related documentation, and results regarding assessment of real property values. The files include copies of agenda, valuation notices, appraisal reports, notices of adjustment, lists of appeals, and may include decisions.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of Equalization records, GRS-234.

AUTHORIZED: 05-18-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26674 3
TITLE: Fixed asset lists
DATES: 2002-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These worksheets are used to create annual reports and include a list of all county owned property (real estate), vehicles, equipment, and furniture. They include invoices and other information about the acquisition, depreciation, and disposition of county property.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26656 3
TITLE: Journal entries
DATES: 1990-
ARRANGEMENT: Chronological by date and thereunder numerical by journal entry number.
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records are a listing of accounting adjustments made to the general ledger. They list the general ledger accounts adjusted and provide an explanation of the adjustment. Backup is included in the form of an explanation of the entry, description, or documentation.

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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26700 3
TITLE: Payroll register
DATES: 1943-
ARRANGEMENT: Chronological by year and thereunder alphabetical by employee surname
DESCRIPTION:

This register is an alphabetical listing by employee name of all payroll checks issued by the county. This register is used to reference specific payroll checks and is the only record of employee salaries and, therefore, serves as the employee earnings history file. It includes employee name, employee number, date, check number, types and amounts of individual deductions, number of hours worked, and amount of check.

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:

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

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

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

AGENCY: Washington County (Utah). County Auditor

SERIES: 26700
TITLE: Payroll register

(continued)

APPRAISAL:

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

AGENCY: Washington County (Utah). County Auditor

SERIES: 26701 3
TITLE: Retirement reports
DATES: 1973-
ARRANGEMENT: Chronological by pay period thereunder alphabetical by employee surname.
DESCRIPTION:

These reports are generated each pay period by the county and by Utah Retirement Systems. They list all employer and employee contributions for covered employee. Information includes social security number, member/employee name, earnings, and total contributions made to retirement, 401K, 457, and Roth IRA accounts.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 61 years or until three years after death or retirement of employee and then destroy.

APPRAISAL:

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

AGENCY: Washington County (Utah). County Auditor

SERIES: 26675 3
TITLE: Tax levy worksheets
DATES: 1967-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. They are used to calculate the official tax levy for each district within the county and include the names of government entities, year, purpose of the levy, legal authorization, mills levied, total levy, certification by taxing unit (date & authorized signature), and certification by county auditor. All necessary backup information is attached to the forms.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Official county levy records, GRS-228.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

APPRAISAL:

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

AGENCY: Washington County (Utah). County Auditor

SERIES: 26675
TITLE: Tax levy worksheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Washington County (Utah). County Auditor

SERIES: 26699 3
TITLE: Time sheets
DATES: 1980-
ARRANGEMENT: Chronological by pay period thereunder alphabetical by department.
DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county 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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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