

## Retention and Classification Report

**Agency:** Castle Valley Special Service District (Utah) (1994)

P.O. Box 877  
86 South 100 East  
Castle Dale, UT 84513  
435-381-5333

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

22256      Accounts payable

**AGENCY:** Castle Valley Special Service District (Utah)

**SERIES:** 22256

3

**TITLE:** Accounts payable

**DATES:** 1976-

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

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. 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 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 Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public