

Retention and Classification Report

Agency: Municipal Power Agency (Utah) (2221)

696 W. 100 S.
Spanish Fork, UT 84660
801-798-7489

Records Officer: _____

11543	Accounts payable
11544	Accounts receivable
11528	Annual reports
11545	Audit reports
11546	Bank statements and deposit slips
11539	Board of Directors meeting minutes
11548	Bond issue files
11547	Bond records
11557	Bylaws
11549	Check copy file
11529	Contracts
11530	Deeds
11541	Final budget
11550	Fixed asset files
11535	General housekeeping files
11551	General ledgers and subsidiary journals
11533	Legal case files
11534	Legal files (final judgments)
11553	Payroll records
11556	Personnel files
11554	Personnel pay history
11531	Policy and program development records
11537	Studies and final reports
11536	Studies, reports and related document file
11540	Technical Committee meeting minutes
11552	Utility specific accounting files

AGENCY: Municipal Power Agency (Utah)

SERIES: 11543

3

TITLE: Accounts payable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

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.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11544

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT: None

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 4 years and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11528

3

TITLE: Annual reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently

DISPOSITION:

May 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 Office permanently or until transferred to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11545

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after may be transferred to State Archives.

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: Municipal Power Agency (Utah)

SERIES: 11546

3

TITLE: Bank statements and deposit slips

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, and 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.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11539

3

TITLE: Board of Directors meeting minutes

DATES: 1980-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

AGENCY: Municipal Power Agency (Utah)

SERIES: 11539

TITLE: Board of Directors meeting minutes

(continued)

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the operation of the Power Agency as cooperative effort among multiple municipalities to provide electric power service in their communities.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11548

3

TITLE: Bond issue files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11547

3

TITLE: Bond records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after may be transferred to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11557

1

TITLE: Bylaws

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after may be transferred to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11549

1

TITLE: Check copy file

DATES: undated

ARRANGEMENT: Numerical

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain for 1 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 1 year and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11529

3

TITLE: Contracts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11530

3

TITLE: Deeds

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11541

3

TITLE: Final budget

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11550

3

TITLE: Fixed asset files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

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 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11535

3

TITLE: General housekeeping files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11551

3

TITLE: General ledgers and subsidiary journals

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They 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.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11533

1

TITLE: Legal case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain for 7 year(s) after case is closed

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 7 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11534

3

TITLE: Legal files (final judgments)

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain for 7 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11553

3

TITLE: Payroll records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

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 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Municipal Power Agency (Utah)

SERIES: 11556

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

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 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY DESIGNATION:

Private

AGENCY: Municipal Power Agency (Utah)

SERIES: 11554

3

TITLE: Personnel pay history

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION:

Retain until final action

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 separation and then place in personnel file.

PRIMARY DESIGNATION:

Private

AGENCY: Municipal Power Agency (Utah)

SERIES: 11531

1

TITLE: Policy and program development records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently after may be transferred to State Archives.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11537

1

TITLE: Studies and final reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11536

1

TITLE: Studies, reports and related document file

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

PRIMARY DESIGNATION:

Protected

AGENCY: Municipal Power Agency (Utah)

SERIES: 11540

3

TITLE: Technical Committee meeting minutes

DATES: 1980-

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives.

AGENCY: Municipal Power Agency (Utah)

SERIES: 11540

TITLE: Technical Committee meeting minutes

(continued)

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of the operation of the Power Agency as cooperative effort among multiple municipalities to provide electric power service in their communities.

PRIMARY DESIGNATION:

Public

AGENCY: Municipal Power Agency (Utah)

SERIES: 11552

3

TITLE: Utility specific accounting files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They 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.

PRIMARY DESIGNATION:

Protected