

## Retention and Classification Report

**Agency:** Uintah County (Utah). County Auditor (2253)

Uintah County-Utah State Bldg.  
147 East Main  
Vernal, UT 84078  
435-781-5362

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

13532	Abatement applications
13531	Abatement card index
13533	Abatement register
13517	Accounts payable
13540	Accounts receivable
13567	Accounts receivable
13541	Accounts receivable invoices
13520	Annual audits
13521	Annual budget
13607	Assessed valuation register
13534	Assessed valuation register (locally and centrally)
13536	Board of Equalization minutes
29452	Budget
13522	Budget apportionment files
13523	Budget background records
13524	Budget estimates and justification files
13525	Budget reports
13608	Cash bail records
13603	Certified tax rate worksheets
13539	Deed files
13605	District year-end taxable values reports
13565	Employee wage record
13537	Equalization files
13526	General ledgers
13528	Income tax files
13529	Income tax forms (W-9 forms)
13569	Insurance application forms
13547	Inventory reports
13887	Investment debt payments
13604	Loan disbursements records

13606	Local sales and use, transient room, food service, and touri
13891	Payroll check copy
13550	Physical inventory data sheets
13571	Pre-warrant register
13564	Sales and use tax return
13595	State Treasurer deposit report
13527	Subsidiary ledger and journal files
13542	Surplus property case files
13568	Surplus property files
13535	Tax deeds
13538	Tax sale minutes
13570	Time sheets
13519	Vendor list
13516	Vouchers
13562	W-2 forms
13561	Wage garnishment
13563	Wage survey files
13518	Warrant registers
10569	Warrants and payments for miscellaneous invoices
13557	Workers compensation claim files

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

**SERIES:** 13532

3

**TITLE:** Abatement applications

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. The actual numbers and types of abatements vary according to size of the auditor's office. These files contain applications forms completed by taxpayers requesting tax exemption of property tax. Includes applicant's name, address, birth date, age, social security number; the 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. Since abatement records are historically valuable, the retention of these records is dependent upon which records are created by the office.

**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:** Uintah County (Utah). County Auditor

**SERIES:** 13532

**TITLE:** Abatement applications

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 13531

1

**TITLE:** Abatement card index

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This card index describes property held by applicants for tax abatements. It is used to reference information on persons receiving tax relief. Includes serial numbers, names of applicant, address, value of property exempt, amount of exemption, date of approval and approving initials.

**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:**

Public

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

**SERIES:** 13533

1

**TITLE:** Abatement register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This computer printout lists the names of persons receiving tax exemptions because of disability, age, veteran status or extreme hardship. The register also lists all parcels owned and the amount of abatement, and status (widow, orphan, veteran, indigent, blind or disabled).

**RETENTION:**

Retain until superseded

**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 superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13517

3

**TITLE:** Accounts payable

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to pay county 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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**SERIES:** 13540

3

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.



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

**SERIES:** 13567

3

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on

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

**SERIES:** 13541

3

**TITLE:** Accounts receivable invoices

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

**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.

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

**SERIES:** 13520

3

**TITLE:** Annual audits

**DATES:** 1916-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1990)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

**SERIES:** 13520

**TITLE:** Annual audits

(continued)

**PRIMARY DESIGNATION:**

Public UCA 51-2-3(3) (1990)

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

**SERIES:** 13521

3

**TITLE:** Annual budget

**DATES:** undated

**ARRANGEMENT:**

**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) (1990). "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 (1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**SERIES:** 13607

3

**TITLE:** Assessed valuation register

**DATES:** 1900-

**ARRANGEMENT:** Numerical by serial number, thereunder district number

**DESCRIPTION:**

This register lists all assessed valuations in the county.  
Includes the owner's name and address, serial number, district number, and property's assessed value.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessed property valuation register, GRS-229.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13534

3

**TITLE:** Assessed valuation register (locally and centrally)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This register lists all assessed valuations in the county. Includes the property serial number, name and address of owners, and assessed value of property. In some counties the assessor and treasurer maintain the record copy while auditor only has a copy.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessed property valuation register, GRS-229.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13536

1

**TITLE:** Board of Equalization minutes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

**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:**

Public



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

**SERIES:** 29452

3

**TITLE:** Budget

**DATES:** 2017-

**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:** Uintah County (Utah). County Auditor

**SERIES:** 13522

3

**TITLE:** Budget apportionment files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

**RETENTION:**

Retain for 5 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.

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

**SERIES:** 13523

3

**TITLE:** Budget background records

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These records are used to assist in the preparation of department budget requests presented to the county commission.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

This disposition is based on

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

**SERIES:** 13524

3

**TITLE:** Budget estimates and justification files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

**RETENTION:**

Retain for 5 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 7 years and then destroy.

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

**SERIES:** 13525

3

**TITLE:** Budget reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

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

**SERIES:** 13608

3

**TITLE:** Cash bail records

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by surname

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records document the receipt of bail for persons arrested in the county. The bail is then deposited into the Agency Trust Fund and then distributed to judges or the courts (district, circuit, justice). The records include the arrestee's name, bail amount, court, precinct, date, county, and name of person receiving bail.

**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:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the office.

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

**SERIES:** 13608

**TITLE:** Cash bail records

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13603

3

**TITLE:** Certified tax rate worksheets

**DATES:** ca. 1986-

**ARRANGEMENT:** Alphabetical by taxing entity

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These report forms are submitted by individual taxing entities to the county auditor reporting on desired tax levies for property taxes. The information is computed, compiled, and then sent to the State Tax Commission on computer disk. This information is retained for seven years by the State Tax Commission (series 6610). It includes proposed tax rate worksheet (year, county, taxing entity, purpose of levy, value on tax rolls, adjustments (valuation of personal property, appeals, any redevelopment agency adjustments, total adjustments, sum of evaluations, percentage of taxes collected (preceding five years average), adjusted sum of valuations, proposed tax rate, a signed and dated certification by taxing entity's authorized agent, and a signed and dated certification by county auditor), tax rate summary, a certified tax rate worksheet, and a budget affidavit.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State tax commission reports, GRS-236.

**AUTHORIZED:** 03-01-1991

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the department.



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

**SERIES:** 13603

**TITLE:** Certified tax rate worksheets

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13539

3

**TITLE:** Deed files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1990)).

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13605

3

**TITLE:** District year-end taxable values reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report documents property tax adjusted values and tax rates after equalization. It is submitted to the State Tax Commission by March 1 of the following year. It is used by the State Tax Commission "before July 7" to equalize the assessment of the taxable property of the several counties of the state for the purpose of taxation" in accordance with UCA 59-2-1009 (1993). The report includes date, county code, area code, tax rate, numbers and taxable values of all centrally assessed-values (transportation and utilities) and locally-assessed values (residential, commercial, industrial, and agricultural real estate and mobile homes), relief values (veterans, blind, etc), and totals. The State Commission maintains its copy for 7 years (Series 6610).

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Uintah County (Utah). County Auditor  
**SERIES:** 13605  
**TITLE:** District year-end taxable values reports

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13565

3

**TITLE:** Employee wage record

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02-20-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

This disposition is based on

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. salary, job position

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

**SERIES:** 13537

3

**TITLE:** Equalization files

**DATES:**

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the activities of the Board of Equalization. Includes copies of agenda, valuation notices, appraisal reports, notices of adjustment, and lists of appeals.

**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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. market value adjustments

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

**SERIES:** 13526

3

**TITLE:** General ledgers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1990). 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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**SERIES:** 13528

3

**TITLE:** Income tax files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. gross income



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

**SERIES:** 13529

3

**TITLE:** Income tax forms (W-9 forms)

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

**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:** Uintah County (Utah). County Auditor

**SERIES:** 13569

3

**TITLE:** Insurance application forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

**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.

**APPRAISAL:**

This disposition is based on

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 13547

3

**TITLE:** Inventory reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are listings of all county 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:** Uintah County (Utah). County Auditor

**SERIES:** 13887

3

**TITLE:** Investment debt payments

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These quarterly bank statements report the status of all investments made by the county with the specific banking institution. They are used to track investments to determine whether return is sufficient to retire the debt extended (i.e., sinking fund). It includes date, account number, administrative officer's name, previous investment balance, receipts since previous statement, disbursements since last statement, transfers and other investment changes, statement balance, lists of assets (units held, description, federal tax basis, actual cost, market value, estimated annual income, and increase of percent of market value), and a summary list of assets (property type, federal tax basis, actual cost, market value, market percent, estimated annual income, and yield market).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the office.

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

**SERIES:** 13887

**TITLE:** Investment debt payments

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13604

3

**TITLE:** Loan disbursements records

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by project name

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These records document the disbursement of funds from the State Community Impact Board (CIB). The CIB makes funds available that are "received by the state from federal mineral lease revenues . . . to be used for the alleviation of social, economic, and public finance impacts resulting from the development of natural resources in the in the state" (UCA 9-4-301 (1993)). The CBI makes low interest (one-half percent) loans available to "state agencies and to subdivisions which are or may be socially or economically impacted, directly or indirectly, by mineral resource development for: planning, construction and maintenance of public facilities, and provision of public facilities" (UCA 9-4-305 (1993)). The county commission requests funds for specific projects (i.e., multi-use building at the fairgrounds). If project is approved, funds are then deposited in a Trust Fund Account in a local bank. The private contractor submits bills to the Trust Account. These records include copies of contractor billings and a bank disbursement report showing the amount and purpose of the disbursement.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

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

**SERIES:** 13604

**TITLE:** Loan disbursements records

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13606

3

**TITLE:** Local sales and use, transient room, food service, and tourism tax summaries report

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This monthly report is created by the State Tax Commission and is sent to county auditors. It is used to verify the receipt of sales taxes owed to the county from businesses located within the county. This report includes a statewide transient room revenue tax summary, and both a detailed and summary sales and use tax accounts for Uintah County. The transient room revenue tax summary includes month and year, county name, total tax distributed, administrative fee amount, final amount distributed, any balance owed county, total amount paid, balance forwarded, and grand totals. The summary report includes month and year, a summary of amounts of direct and indirect sales and use taxes collected, fees and administrative costs, and amounts distributed. The detailed report is divided into tax categories (uniform local sales and use tax, transient room tax, restaurant tax, tourism fund tax accounts reported and distributed). The reports include filing frequency code, account number, outlet number, business name and address, filing period, credits, vendor discount, and business telephone number.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.



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

**SERIES:** 13606

**TITLE:** Local sales and use, transient room, food service, and tourism tax summaries report

(continued)

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Protected

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

**SERIES:** 13891

3

**TITLE:** Payroll check copy

**DATES:** ca. 1900-

**ARRANGEMENT:** Alphabetical by employee's name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the actual copies of each individual payroll check. They serve as backup when there are questions concerning payroll checks and are used for reference purposes. They include employee's name, payroll check number, social security name, issue date, ending date, identification number, exemption status, resource description, rate summary, hours summary, gross pay, description of deductions for pay period, and year to date totals, and benefits for pay period and year to date.

**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:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the county.

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

**SERIES:** 13891

**TITLE:** Payroll check copy

(continued)

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 13550

3

**TITLE:** Physical inventory data sheets

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain the annual inventory of county equipment, supplies and other items owned or administered by the county.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13571

3

**TITLE:** Pre-warrant register

**DATES:** 1970-

**ARRANGEMENT:** Chronological, thereunder numerical by warrant 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 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Private

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

**SERIES:** 13564

3

**TITLE:** Sales and use tax return

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These forms are required by the State Tax Commission to report quarterly sales and to remit the amounts collected and due to the state (e.g. county recreational facilities).

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

This disposition is based on

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13595

3

**TITLE:** State Treasurer deposit report

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These forms accompany deposits to the State Treasurer's office for fees collected for the Children's Trust and Displaced Homemaker Funds as part of the marriage license fees. They serve as a receipt for deposits. They include depositor document number, collecting organization's name and address, collection period, accounting distribution organization and account codes, organization name, amount collected, total remittance, preparer's name and telephone number, authorizing judge or agent and date.

**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:** 06/1994

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

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

**SERIES:** 13595

**TITLE:** State Treasurer deposit report

(continued)

**PRIMARY DESIGNATION:**

Public



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

**SERIES:** 13527

1

**TITLE:** Subsidiary ledger and journal files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**RETENTION:**

Retain for 3 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 destroy.

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

**SERIES:** 13542

3

**TITLE:** Surplus property case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**RETENTION:**

Retain for 6 year(s) after case is closed

**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 6 years after after final payment and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13568

3

**TITLE:** Surplus property files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**RETENTION:**

Retain for 6 year(s) after final action

**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 6 years after final payment and then destroy.

**APPRAISAL:**

This disposition is based on

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13535

1

**TITLE:** Tax deeds

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" (UCA 59-2-1351(6) (1990)). A copy of any deed issued by the county auditor shall be recorded by the county auditor and a copy of the deed "shall be promptly sent to the State Land Board (UCA 59-2-1351(5) (1990)).

**RETENTION:**

Retain for 10 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 10 years and then destroy.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 13538

1

**TITLE:** Tax sale minutes

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the minutes of the actual sale of real property at tax sales. Includes the date, time and place of sale, names of persons conducting the sale, description of proceedings, listing of properties sold, amount of taxes owed, purchase price, and name(s) of purchaser.

**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:**

Public

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

**SERIES:** 13570

3

**TITLE:** Time sheets

**DATES:** undated

**ARRANGEMENT:**

**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 3 years and then destroy.

**APPRAISAL:**

This disposition is based on

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. hours worked

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

**SERIES:** 13519

3

**TITLE:** Vendor list

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is a list of vendors providing goods and services to the county. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

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

**SERIES:** 13516

1

**TITLE:** Vouchers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

This is an official authorization to pay on a claim or bill.  
Includes name of department fund, check number, date, amount of  
claim, transmittal sheet number, and authorizing signature.

**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 4 years and then destroy.



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

**SERIES:** 13562

3

**TITLE:** W-2 forms

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

**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:** Uintah County (Utah). County Auditor

**SERIES:** 13561

3

**TITLE:** Wage garnishment

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are records of garnishments or levies for debts owed by employees and attached to employees earnings.

**RETENTION:**

Retain for 3 year(s) after resolution of issue

**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 after end of garnishment and then destroy.

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

**SERIES:** 13563

3

**TITLE:** Wage survey files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Wage survey files, GRS-142.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

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

**SERIES:** 13518

3

**TITLE:** Warrant registers

**DATES:** undated

**ARRANGEMENT:**

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

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

**SERIES:** 10569

1

**TITLE:** Warrants and payments for miscellaneous invoices

**DATES:** 1900-

**ARRANGEMENT:** Numerical by warrant number

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. Warrants must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the board of county commissioners" (UCA 17-19-3 (1990)).

**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 4 years or until microfilmed and then destroy provided microfilm has passed inspection.

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:** Uintah County (Utah). County Auditor

**SERIES:** 13557

3

**TITLE:** Workers compensation claim files

**DATES:** 2012-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See Utah Code 34A-2 for Workers' Compensation Act.

**RETENTION:**

Retain for 10 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Digital image: Retain in Office for 75 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(1) (2017)

**SECONDARY DESIGNATION(S):**

Public. Utah Code 63G-2-301(1)(b) (2014)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2017.