

## Retention and Classification Report

**Agency:** Davis County (Utah). Davis Park Golf Course (Fruit Heights) (2489)

Davis Park Golf Course  
1074 E Nichols  
Fruit Heights, UT 84037-2608  
801-544-0401

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

27863      Golf course receipts

**AGENCY:** Davis County (Utah). Davis Park Golf Course (Fruit Heights)

**SERIES:** 27863

3

**TITLE:** Golf course receipts

**DATES:** 2009-

**ARRANGEMENT:** chronological by date, thereunder by transaction number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Davis County operates two county-owned golf courses. These receipts are issued for money received into county golf course accounts. These receipts are issued to patrons as proof of funds received and are maintained by the county for audit purposes. Information includes name, date of payment, code identifying type of transaction, transaction number, amount paid, form of payment may include last four digits of credit card number.

**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:**

Computer data files: Retain in Office for 4 years and then delete.

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

**APPRAISAL:**

These records have fiscal value(s).

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(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 01/2021.