

## Retention and Classification Report

**Agency:** Emery County (Utah). County Auditor (2530)

Emery County Courthouse  
75 East Main, PO Box 907  
Castle Dale, UT 84513  
435-381-3550

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

29443	Budget
13081	Tax valuations

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

**SERIES:** 29443

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:** Emery County (Utah). County Auditor

**SERIES:** 13081

3

**TITLE:** Tax valuations

**DATES:** 1981-

**ARRANGEMENT:** none

**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. Includes the names of the government entity, year, purpose of levy, legal authorization, mills levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

**RETENTION:**

Retain for 2 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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

Microfilm duplicate: Retain in Office for 1 year and then destroy.

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

**SERIES:** 13081

**TITLE:** Tax valuations

(continued)

**PRIMARY DESIGNATION:**

Public