

## Retention and Classification Report

**Agency:** Uintah Basin Association of Governments (Utah) (2953)

330 East 100 South  
Roosevelt, UT 84066  
435-722-4518

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

25532	Financial audit reports
25531	Minutes - Economic Development District Board
25529	Minutes - Uintah Basin Association of Governments
25530	Minutes - revolving loan fund board

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25532

3

**TITLE:** Financial audit reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality'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 (1997)). 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)(a) (1997)).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 being microfilmed.

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**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25532

**TITLE:** Financial audit reports

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25531

3

**TITLE:** Minutes - Economic Development District Board

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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:**

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**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25531

**TITLE:** Minutes - Economic Development District Board

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25530

3

**TITLE:** Minutes - revolving loan fund board

**DATES:** 1986-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

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**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25530

**TITLE:** Minutes - revolving loan fund board

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25529

3

**TITLE:** Minutes - Uintah Basin Association of Governments

**DATES:** 1987-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

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**AGENCY:** Uintah Basin Association of Governments (Utah)

**SERIES:** 25529

**TITLE:** Minutes - Uintah Basin Association of Governments

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public