

Retention and Classification Report

Agency: Orem (Utah). City Council (3028)

56 N. State Street
Orem, UT 84057

Records Officer: _____

| | |
|-------|---|
| 26035 | Accounts receivable |
| 05053 | Annual reports |
| 26034 | Daily cash reports |
| 26036 | Garnishment records |
| 22380 | Housing rehabilitation or business loans |
| 26037 | Income tax exemptions and withholding files |
| 21837 | Meeting agenda |
| 84969 | Minutes |
| 84923 | Ordinances |

AGENCY: Orem (Utah). City Council

SERIES: 26035

3

TITLE: Accounts receiveable

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Records are used to collect amounts owed by vendors, organizations, and citizens having accounts with the City.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 5053

3

TITLE: Annual reports

DATES: 1965-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are reports on program activities and accomplishments Orem City for the previous year. They may include statistics, narrative reports, graphs, and diagrams. Holdings include 1965-66, 1966-67 and an "Annual Budget and Service Program 1974-75".

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

These reports document the accomplishments and history of Orem City government.

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 26034

3

TITLE: Daily cash reports

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:
Daily record of cash balance.

RETENTION:

Retain for 3 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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). City Council

SERIES: 26036

3

TITLE: Garnishment records

DATES: 1919-

ARRANGEMENT: Chronological by date

DESCRIPTION:

Records of garnishments for debts owed by employees which are 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: Orem (Utah). City Council

SERIES: 22380

1

TITLE: Housing rehabilitation or business loans

DATES: 1986-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records document the application and granting of money for, and progress of projects funded under Community Development Block Grants (CDBG). These projects include both direct grants and regrants. Information may include the initial application, and final reports.

RETENTION:

Permanent. Retain until final action

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 for 5 years after final action and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 5 years after final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records are of historical interest as they document the findings and expenditures of community improvement projects.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Orem (Utah). City Council

SERIES: 26037

3

TITLE: Income tax exemptions and withholding files

DATES: 1919-

ARRANGEMENT: Alphabetical by department, thereunder numerical by employee number

DESCRIPTION:

Withholding tax exemption certificates, such as W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after separation

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 form is superseded or until termination of employee and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Orem (Utah). City Council

SERIES: 21837

3

TITLE: Meeting agenda

DATES: undated

ARRANGEMENT: Numerical by date

DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

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.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Orem (Utah). City Council

SERIES: 21837

TITLE: Meeting agenda

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2016.

AGENCY: Orem (Utah). City Council

SERIES: 84969

4

TITLE: Minutes

DATES: i 1919-

ARRANGEMENT: Chronological by date of meeting

ANNUAL ACCUMULATION: 1.00 cubic foot.

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). Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public services such as street repairs.

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:

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfilm master: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with

AGENCY: Orem (Utah). City Council

SERIES: 84969

TITLE: Minutes

(continued)

authority to weed.

APPRAISAL:

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

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 23.

PRIMARY DESIGNATION:

Public UCA 52-4-7(3) (2008)

AGENCY: Orem (Utah). City Council

SERIES: 84923

4

TITLE: Ordinances

DATES: i 1921-

ARRANGEMENT: Numerical by ordinance number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal. Included are the legislation actions of the City Council, including zoning changes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in Office permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Orem (Utah). City Council

SERIES: 84923

TITLE: Ordinances

(continued)

PRIMARY DESIGNATION:

Public