Retention and Classification Report

Agency: Duchesne County (Utah). Public Works Department (3113)

P.O. Box 356
Duchesne, UT 84021-0326
435-738-2468

Records Officer: _____

23826 Daily master transaction report

AGENCY: Duchesne County (Utah). Public Works Department

SERIES: 23826 3
TITLE: Daily master transaction report
DATES: 1997-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

This daily report lists all transactions at the landfill. It includes date, beginning time, account number, truck number, gross weight, tare weight, net weight, load cost, health cost, city fee, county fee, fee grand total, material code, amount tendered, and paid type.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employee and program productivity records, GRS-1698.

AUTHORIZED: 12-18-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 2 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Duchesne County (Utah). Public Works Department

SERIES: 23826
TITLE: Daily master transaction report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.