Retention and Classification Report

Agency: Utah Local Governments Trust (Utah) (3522)

55 South Highway 89
North Salt Lake, UT 84054
801-936-6400

Records Officer: _____

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AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27765 3
TITLE: Accidental dental claims files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical and dental insurance claim files, GRS-946.

AUTHORIZED: 11-01-2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27765
TITLE: Accidental dental claims files

(continued)

SECONDARY DESIGNATION(S):

Private. 63G-2-302(1)(a)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27764 3
TITLE: Accidental vision claims files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical and dental insurance claim files, GRS-946.

AUTHORIZED: 11-01-2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27764
TITLE: Accidental vision claims files

(continued)

SECONDARY DESIGNATION(S):

Private. 63G-2-302(1)(a)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27763 3
TITLE: Accounts payable
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

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

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27763
TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27762 3
TITLE: Accounts receivable
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

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

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27762
TITLE: Accounts receivable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27818 3
TITLE: Airport policy files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27822 3
TITLE: Bond application files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27823 3
TITLE: Bond grants and improvements files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal special improvement bonds, GRS-793.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until paid or cancelled and then destroy.

Computer data files: Retain in Office until paid or cancelled and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27817 3
TITLE: Crime policies
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy provided all claims have been settled.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims have been settled.

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27817
TITLE: Crime policies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27816 3
TITLE: Earthquake policy application files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27761 3
TITLE: Financial audits
DATES: 1974-
ARRANGEMENT: Alphabetical
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 for 50 year(s)

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27761
TITLE: Financial audits

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3)(2008) & 63G-2-301(3)(q)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27815 3
TITLE: General liability policy and application files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of the policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27819 3
TITLE: Interlocal agreements
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are agreements between the county and municipalities within the county to provide public works services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Interlocal agreements, GRS-686.

AUTHORIZED: 04-26-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27819
TITLE: Interlocal agreements

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27760 3
TITLE: Liability claims files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Liability risk management case files, GRS-2013.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27760
TITLE: Liability claims files

(continued)

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(24)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27814 3
TITLE: Life insurance claim and application files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27767 3
TITLE: Non-personnel payroll records
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

RETENTION:

Retain for 3 year(s)

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 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302(1)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27767
TITLE: Non-personnel payroll records

(continued)

SECONDARY DESIGNATION(S):

Public.	63G-2-301(1)(b)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27759 3
TITLE: Personnel records
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 63 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27759
TITLE: Personnel records

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(1)

SECONDARY DESIGNATION(S):

Public. 63G-2-301(2)(b)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27758 1
TITLE: Risk management action register
DATES: 2003-
ARRANGEMENT: Alphabetical
DESCRIPTION:

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

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 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Computer data files: Retain in Office for 12 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27813 3
TITLE: Steam boiler policy files and applications files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after the expiration of policy and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27766 3
TITLE: Taxes and fees files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are records of all taxes and related fees paid by the Utah Local Governments Trust. This series includes forms used to file the yearly corporate tax return for Utah Local Governments Insurance Trust (ULGIT) Marketing. The records document federal and state returns which include a $100 filling fee with the Utah State Tax Commission. Additional filings in this series are taxes paid and the yearly filing of workers compensation premium taxes and the yearly W/C state filing with the Labor Commission's self-insured program and related fees.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2011

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27766
TITLE: Taxes and fees files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27812 3
TITLE: Unigard vehicle and property claims
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Liability risk management case files, GRS-2013.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then destroy.

Computer data files: Retain in Office for 20 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27812
TITLE: Unigard vehicle and property claims

(continued)

SECONDARY DESIGNATION(S):

Protected

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27757 3
TITLE: Workers compensation claims files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

RETENTION:

Retain for 75 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 74 years and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(1)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27757
TITLE: Workers compensation claims files

(continued)

SECONDARY DESIGNATION(S):

Public. 63G-2-301(1)(b)

AGENCY: Utah Local Governments Trust (Utah)

SERIES: 27811 3
TITLE: Workers compensation policies and applications files
DATES: 1974-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until expiration of policy and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

Computer data files: Retain in Office for 15 years after expiration of policy and then delete provided all claims settled.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public