

# Retention and Classification Report

**Agency:** Cache County (Utah). County Auditor (122)

179 North Main, #102  
Logan, UT 84321  
435-755-1706

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

30494	Auditor financial statements
29439	Budget

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

**SERIES:** 30494

3

**TITLE:** Auditor financial statements

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are statistical reports on the financial affairs of Cache county and its various departments. Reports may include a statement on the value of all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records have historical value based on their evidence of significant policy formulation and business processes of the government.

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

**SERIES:** 30494

**TITLE:** Auditor financial statements

(continued)

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29439

3

**TITLE:** Budget

**DATES:** 2005-

**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 fiscal value(s).