

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).