

## Retention and Classification Report

**Agency:** Davis County (Utah). County Treasurer (267)

Davis Co. Administration Building  
61 South Main Street, P.O. Box 618  
Farmington, UT 84025

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

11296	Bank account balance and reconciliation
24283	Bankruptcy files
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**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11296

3

**TITLE:** Bank account balance and reconciliation

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are monthly statements showing the amount of money on deposit to the credit of the county showing date, name of bank, total deposit, withdrawals, and cash balance with interest on daily bank balances.

**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:**

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

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 24283

1

**TITLE:** Bankruptcy files

**DATES:** 1984-

**ARRANGEMENT:** Alphabetical by taxpayer's name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document Davis County taxpayers who declared bankruptcy. They are used to determine whether the county is owed money and the amount owed. A proof of claim is filed if the County is owed money. The files include copies of notices of bankruptcies, proofs of claims, plans, reorganizations, dismissals and discharges. The official bankruptcy files are maintained by the courts. The county treasurer's files contain a disclaimer indicating they may be incomplete.

**RETENTION:**

Retain for 5 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 copy: Retain in Office for 5 years after discharge or dismissal and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the record's primary value to the agency to meet the five years property tax requirements. These records must also be kept until all payments are made or the debt has been discharged. According to 11 U. S. C. 1322(c) (1989), "the plan may not provide for payments over a period that is longer than 3 years, unless the court approves a longer period, but the court may not approve a period that is longer than 5 years."

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 24283

**TITLE:** Bankruptcy files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 27742

3

**TITLE:** Cleared or voided checks

**DATES:** 1980-

**ARRANGEMENT:** Chronologically by month - then numerical by check number

**DESCRIPTION:**

Copies of cleared or voided checks are kept primarily for audit purposes, and for reconciling any discrepancies in accounting. These checks have the County's mailing information, check number, account number, amount paid, payee's name, and can include the payee's address.

**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.

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

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Retained 4 years for audits.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 27742

**TITLE:** Cleared or voided checks

(continued)

**PRIMARY DESIGNATION:**

Protected Utah Code 63G-2-305

**SECONDARY DESIGNATION(S):**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11304

3

**TITLE:** Daily departmental batch

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

This packet is a compilation of all reports from Munis delivered to the Treasurer's Office by other departments. It may include the bank deposit slip and supporting documentation.

**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.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2021.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 85265

3

**TITLE:** Daily treasurer deposits

**DATES:** i 1959-

**ARRANGEMENT:** Chronological, thereunder by receipt number

**DESCRIPTION:**

Money collected by the county is acknowledged by a receipt which list the name of the person making the payment, date, and the amount received. Revenue is generated by the collection of taxes, or penalties interest or collection for taxing entities. taxes or other real or property taxes and associated fees.

**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:**

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 4 years and then delete.

Paper: For records prior to and including 2009. Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11309

3

**TITLE:** Deposit investment report

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

**RETENTION:**

Retain for 5 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:**

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

**PRIMARY DESIGNATION:**

Public UCA 51-7-10, 63G-2-301(1)(g)

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11303

3

**TITLE:** Monthly budget report

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This report documents monthly department expenditures, revenues, and budget status. It is used to create annual reports. It includes date, department code, account, month's expenditure, year-to-date expenditures, percentage used, encumbrances at month's end, total expenditures and encumbrances, annual budget, appropriation balance, percentage used, personnel totals, operations totals, other expense totals, allocated totals, payroll totals, and department totals.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11303

**TITLE:** Monthly budget report

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 51-7-10

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11317

3

**TITLE:** Returned tax notices

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This file contains tax notices which were mailed to taxpayers, but were returned from the post office as undeliverable. They are used to document the mailing and nonreceipt of the original tax notices.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

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

This disposition is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 6030

4

**TITLE:** Tax assessment rolls

**DATES:** i 1870-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The county treasurer records tax assessments given to individuals and businesses on a yearly basis. The rolls include date, owner's name and address, location and description of property, total evaluation, assessed valuation, total exemptions, and amount due. These records document real property assessments and payments.

**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 Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2010. Retain in Office until microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

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

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office until microfilmed and then delete provided microfilm has passed inspection.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 6030

**TITLE:** Tax assessment rolls

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Tax assessment rolls identify property owners and taxes due by year. They are important historical records of property values as well as a means of documenting the names of persons who lived in and owned property in the county.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11322

3

**TITLE:** Tax assessment rolls index

**DATES:** undated

**ARRANGEMENT:** undated

**DESCRIPTION:**

This index is a listing of all property owners in the county.  
"Upon receipt of the assessment roll, the county treasurer shall index the names of all property owners shown by the assessment roll" (UCA 59-2-1317(1) (1995)). The index includes the property owner's name and reference number where listed in the tax roll.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Assessment roll records, GRS-734.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2010. Retain in Office permanently after being microfilmed.

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

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

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office permanently.

**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11322

**TITLE:** Tax assessment rolls index

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 51-7-10, 63G-2-301(1)(g)



**AGENCY:** Davis County (Utah). County Treasurer

**SERIES:** 11305

1

**TITLE:** Tax notice

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

This file contains tax notices which are sent to taxpayers. They are used for reference purposes. Each notice includes the taxes to be paid to the applicable taxing entities, the kind and value of property assessed, and the location of the property in accordance with State code.

**RETENTION:**

Retain for 1 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 1 year and then destroy.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10