

## 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:** \_\_\_\_\_

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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:**

Paper: Retain in Office for 4 years and then destroy.

**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:** 11299

1

**TITLE:** Bond redemption and destruction certificates

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

**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 after being redeemed and then destroy.

**PRIMARY DESIGNATION:**

Public

UCA 51-7-10

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

**SERIES:** 27742

3

**TITLE:** Cancelled checks

**DATES:** 1980-

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

**DESCRIPTION:**

Copies of cancelled checks are kept primarily for audit purposes, and for reconciling any discrepancies in accounting. Cancelled 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:** Cancelled 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:** 11300

3

**TITLE:** County clerk's bonds

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are the official bonds of the county clerk. "All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk." The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

**AUTHORIZED:** 07-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after clerk leaves office and then destroy.

**PRIMARY DESIGNATION:**

Public UCA 57-7-10



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

**SERIES:** 11301

1

**TITLE:** Daily cash report

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These reports provide a daily record of cash balances, receipts, and disbursements.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: For records prior to and including 2010. Retain in Office for 4 years and then destroy.

Computer data files: For records beginning in 2011 and continuing to the present. Retain in Office for 4 years and then delete.

**PRIMARY DESIGNATION:**

Public

UCA 51-7-10

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

**SERIES:** 11304

3

**TITLE:** Daily deposit slips

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into county accounts. Includes supporting documentation to the batch.

**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:** 11305

1

**TITLE:** Duplicate tax notice

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

This file contains "duplicates" tax notices which are sent to taxpayers. They are used for reference purposes. Each notice includes "the kind and value of property assessed to the taxpayer; the street address of the property, where applicable; and the amount of tax levied" (UCA 59-2-1317(2a) (1995)). The notice shall also "set out the aggregate amount of taxes to be paid for the state, county, city, town, school, and other purposes" (UCA 59-2-1317(2b) (1994)).

**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

**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:** 11309

3

**TITLE:** Monthly investments and accounts

**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:**

Paper: Retain in Office for 4 years and then destroy.

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:** 11311

3

**TITLE:** Organizational files

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the county. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibility assigned to executive officers. See series 11626 for record copy.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d)

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

**SERIES:** 11313

3

**TITLE:** Pending files

**DATES:** undated.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office until reply received or action taken and then incorporate with official files.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10



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

**SERIES:** 11314

3

**TITLE:** Personnel files

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These files are the official employment files for all county 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 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 copy: Retain in Office for 3 years after separation and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

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

**SERIES:** 85265

3

**TITLE:** Receipts

**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, cemetery fees, business license fees, and county fines or penalties.

**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:** 11316

3

**TITLE:** Returned check collections and notices

**DATES:** ca.1930-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document attempts to collect and process the collection of returned checks. They include bank notices notifying county treasurer of returned check (date, reason, name account drawn, account number, reference number and amount, treasurer's name and account number) and a returned check notification (including date, name and address, debtor name, name, account number, last activity amount, number of accounts assigned and total dollar amount assigned).

**RETENTION:**

Retain for 5 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 5 years and then destroy.

**APPRAISAL:**

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

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

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

**SERIES:** 11316

**TITLE:** Returned check collections and notices

(continued)

**PRIMARY DESIGNATION:**

Public

**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:** 11319

3

**TITLE:** Tax distribution reports

**DATES:** undated.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are monthly and yearly summary reports of appropriations of collected taxes by taxing districts.

**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.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

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

**SERIES:** 11321

3

**TITLE:** Tax receipts

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid.

**RETENTION:**

Retain for 7 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 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

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

**SERIES:** 7137

3

**TITLE:** Tax redemption certificates and state assessed properties

**DATES:** 1938-

**ARRANGEMENT:** Numerical by redemption number

**DESCRIPTION:**

these are certificates issued for money received in payment of delinquent real property taxes.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office for 5 years and then microfilm and delete provided microfilm has passed inspection.

**PRIMARY DESIGNATION:**

Public UCA 51-7-10

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

**SERIES:** 3743

3

**TITLE:** Warrant registers

**DATES:** 1883-1904.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

Microfilm duplicate: Retain in State Records Center for 7 years and then destroy.

**PRIMARY DESIGNATION:**

Public