

Retention and Classification Report

Agency: North Ogden (Utah) (700)

Municipal Bldg.
505 East 2600 North
North Ogden, UT 84414
801-782-7211

Records Officer: _____

21927	Accident reports
21952	Accidents reports - statements
18768	Accounts payable
18769	Accounts receivable
18781	Animal master report cards
18783	Annexation files
18765	Annual budget
18447	Appointment files
18658	Appraisal project files
18960	As-built construction plans and specifications
18770	Audit reports
18771	Bank statements
18778	Beer license application files
18785	Board of Adjustment case files
18787	Board of Adjustment minutes and index
18460	Bond anticipation notes
18461	Bond issue files
18756	Bond redemption and destruction certificates
29397	Budget
18766	Budget background records
18767	Budget information files
18758	Budget working files
18782	Building permit registers
18651	Building permits
18649	Business license files
21931	Case reports
18439	Census information files
18779	Certificates of licenses
18659	Certification files
18763	City histories

18969 Claim petition files
18660 Community development block grant files
18786 Conditional use permit records and index
18652 Construction reports
18448 Contract and agreement files
18784 Council minutes
21928 DUI (Driving under the influence)reports
18450 Deeds files
18654 Development construction project files
18462 Disposition records
18451 Easement files
18452 Election ballots
18453 Election canvasses
18454 Election records
18440 Employee bonds
18965 Employee performance files
18443 Employment applications (hired)
18463 Equipment inventories files
18956 Equipment maintenance and repair records
21930 Felony investigation case files
18441 Fidelity bonds
18761 Finding aids
18464 Fixed asset lists
18957 Fuel records
18466 General ledgers
18757 General obligation bonds
29309 General plans
18764 Government Records Access and Management Act (GRAMA) Access
18755 Grant files original applications
18966 Grievance and disciplinary files
18455 Hearings files
18661 Housing and Urban Development Historical Properties grant fi
18663 Housing and Urban Development financial records
18469 Income tax exemptions and withholding files
21932 Initial contact reports
18446 Insurance policy files
18472 Insurance reports
18444 Job opening files
18665 Lawsuit case files (routine)
18664 Lawsuit case files (significant)
18653 Lease files
18961 Leave application files
18650 Legal opinions
18473 Liability risk management case files
18780 License registers
21929 Misdemeanor case file
18657 Monthly weight reports
18442 Notary bonds
18456 Oaths
29038 Ordinances
18662 Owner project files
18655 Parks files
18967 Personal injury files
18968 Personnel files

18457	Petitions
18445	Position description files
18656	Recreation program files
18962	Retirement records
18467	Sales and use tax return forms
18760	Scrapbooks
18958	Service requests
18759	Sewer main location plats
30530	Social and public park association meeting minutes
18772	Subsidiary ledger and journal files
18471	Successful bids proposals files
18465	Surplus property case files
18773	Telephone bills
18470	Time sheets
18470	Time sheets
18775	Travel/passenger reimbursement files
18959	Vehicle maintenance records
18468	Vehicle registration certificates
18776	Warrant registers
18777	Warrant/check redeemed
18474	Water stock purchase files
18964	Workers' compensation claim files

AGENCY: North Ogden (Utah)

SERIES: 21927

1

TITLE: Accident reports

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 41-6-42 (2008)

AGENCY: North Ogden (Utah)

SERIES: 21952

1

TITLE: Accidents reports - statements

DATES: 1971-

ARRANGEMENT: Chronological, there under numerical by case number

DESCRIPTION:

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, statements, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6-35 (1997)), and is maintained for seven years.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 41-6-42 (2008)

AGENCY: North Ogden (Utah)

SERIES: 18768

3

TITLE: Accounts payable

DATES: undated

ARRANGEMENT:

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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18769

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT:

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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18781

3

TITLE: Animal master report cards

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These cards are completed for each animal brought to the animal shelter. They may contain the following information: date brought in; assigned pen number; tag number; owner's name, address, and telephone number; location of pickup, type of animal, breed, sex and color; reason animal impounded and other information related to adoption or disposal.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18783

1

TITLE: Annexation files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 to 422 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18765

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18447

3

TITLE: Appointment files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18658

3

TITLE: Appraisal project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Appraisal project records, GRS-700.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18960

1

TITLE: As-built construction plans and specifications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the final plans and specifications for approved and constructed municipal buildings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18770

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT:

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:

Retain permanently

DISPOSITION:

May 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 permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: North Ogden (Utah)

SERIES: 18770

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public

UCA 51-2-3(3) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18771

3

TITLE: Bank statements

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality 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

AGENCY: North Ogden (Utah)

SERIES: 18778

3

TITLE: Beer license application files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of application and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18785

3

TITLE: Board of Adjustment case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18787

3

TITLE: Board of Adjustment minutes and index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18460

3

TITLE: Bond anticipation notes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond anticipation notes, GRS-782.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being redeemed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18461

3

TITLE: Bond issue files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18756

3

TITLE: Bond redemption and destruction certificates

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond redemption and destruction certificates, GRS-787.

AUTHORIZED: 05-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of bonds and then file in Bond Issue Files.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 29397

3

TITLE: Budget

DATES: 2008-

ARRANGEMENT: none

DESCRIPTION:

The budget is a plan for financial operations for a fiscal year. It documents the actual spending of a governmental entity and may be certified by a budget officer and filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May 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:

APPRAISAL:

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

AGENCY: North Ogden (Utah)

SERIES: 18766

3

TITLE: Budget background records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain for 2 year(s)

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:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18767

3

TITLE: Budget information files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain for 2 year(s) after completion of publication or report

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:

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18758

3

TITLE: Budget working files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION:

Retain for 2 year(s)

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:

Paper: Retain in Office for 2 years after the close of the calendar year covered by budget and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: North Ogden (Utah)

SERIES: 18782

1

TITLE: Building permit registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permits.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18651

1

TITLE: Building permits

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18649

3

TITLE: Business license files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: North Ogden (Utah)

SERIES: 21931

3

TITLE: Case reports

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense 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 Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

AGENCY: North Ogden (Utah)

SERIES: 18439

1

TITLE: Census information files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18779

3

TITLE: Certificates of licenses

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after issuance of certificate and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18659

1

TITLE: Certification files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the approval and certification process of all official redevelopment projects. They contain all documents necessary to certify a project including consultant's reports; a copy of the redevelopment plan; a report detailing reasons for the selection of the project area; a description of physical, social, and economic conditions in the area; a financial analysis of the project; consultant proposals; a plan detailing methods for the relocating of all families and persons in the redevelopment area; an analysis of the preliminary plan; a report with the planning commission recommendations; a blight survey; notices of hearings; copies of minutes of hearings; and copies of resolutions.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18763

3

TITLE: City histories

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION:

Retain permanently

DISPOSITION:

May 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

AGENCY: North Ogden (Utah)

SERIES: 18969

1

TITLE: Claim petition files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

RETENTION:

Retain for 6 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 6 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: North Ogden (Utah)

SERIES: 18660

1

TITLE: Community development block grant files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is the original application and final report for projects funded under Community Development and Block Grant (CDBG) funds. These projects include both direct grants and regrants. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor, and environmental standards (24 CFR 570.611(f) (1992)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18786

1

TITLE: Conditional use permit records and index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18652

3

TITLE: Construction reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Construction statistical reports, GRS-995.

AUTHORIZED: 06-01-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18448

3

TITLE: Contract and agreement files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law to acquire or incur services and/or products. Files may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(d)(2008))

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f)(2008))

Protected. UCA 63G-2-305(5)(2008)

AGENCY: North Ogden (Utah)

SERIES: 18784

3

TITLE: Council minutes

DATES: 1934-1999

ARRANGEMENT: Chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

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

APPRAISAL:

These records have historical value(s).

This series contains the history of the North Ogden city council since the town's incorporation in 1934.

AGENCY: North Ogden (Utah)

SERIES: 18784

TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(31)

AGENCY: North Ogden (Utah)

SERIES: 18450

3

TITLE: Deeds files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

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 permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. names, addresses, tax information and telephone numbers

AGENCY: North Ogden (Utah)

SERIES: 18654

1

TITLE: Development construction project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects along with specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records including original deeds.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 4 years after completion of construction and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18462

1

TITLE: Disposition records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

RETENTION:

Retain for 3 year(s) after disposition of asset

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 3 years after disposition of property and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 21928

3

TITLE: DUI (Driving under the influence)reports

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (1997)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

AUTHORIZED: 11-26-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: North Ogden (Utah)

SERIES: 18451

3

TITLE: Easement files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18452

1

TITLE: Election ballots

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain for 22 month(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 22 months after the election or until time has expired during which ballot could be used and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 20A-4-202 (2008)

AGENCY: North Ogden (Utah)

SERIES: 18453

1

TITLE: Election canvasses

DATES: undated

ARRANGEMENT:

DESCRIPTION:

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18454

3

TITLE: Election records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after the election and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18440

3

TITLE: Employee bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

RETENTION:

Retain for 4 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

AUTHORIZED: 06-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after expiration of bond and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18965

3

TITLE: Employee performance files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Exempt employee performance-related records, GRS-891.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of appraisal and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18443

3

TITLE: Employment applications (hired)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until transferred to personnel file and then transfer to Agency Record Center. Retain in Agency Record Center for 65 years after date of employment or until 3 years after death or retirement and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public

AGENCY: North Ogden (Utah)

SERIES: 18463

3

TITLE: Equipment inventories files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18956

1

TITLE: Equipment maintenance and repair records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain for 2 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 destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 21930

3

TITLE: Felony investigation case files

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: North Ogden (Utah)

SERIES: 18441

3

TITLE: Fidelity bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1997)).

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Surety bonds, GRS-789.

AUTHORIZED: 06-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18761

3

TITLE: Finding aids

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18464

3

TITLE: Fixed asset lists

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18957

1

TITLE: Fuel records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain for 2 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 destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18466

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 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

AGENCY: North Ogden (Utah)

SERIES: 18757

1

TITLE: General obligation bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These bonds constitute general obligations of the municipality, for the prompt and punctual payment of principal or interest on which the full faith and credit of the municipality are pledged. These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-19 (1997)).

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 after being paid or cancelled and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 29309

1

TITLE: General plans

DATES: 2015-

ARRANGEMENT: none

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: North Ogden (Utah)

SERIES: 29309

TITLE: General plans

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

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

AGENCY: North Ogden (Utah)

SERIES: 18764

3

TITLE: Government Records Access and Management Act (GRAMA) Access Requests

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18755

3

TITLE: Grant files original applications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18966

3

TITLE: Grievance and disciplinary files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(o) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18455

1

TITLE: Hearings files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18663

3

TITLE: Housing and Urban Development financial records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These projects concern historic preservation, employment survey, and environmental review. They include financial reports, preliminary reports, and all other financial records (24 CFR 58 (1993)).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Housing and urban development financial records, GRS-705.

AUTHORIZED: 05-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18661

3

TITLE: Housing and Urban Development Historical Properties grant files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the granting of Housing and Urban Development (HUD) funds for the rehabilitation of homes. These granted fund projects deal with historic preservation, employment survey and environmental review. These files include copies of the plan, copies of the original grant, final report, resolution, copies of council minutes, and related correspondence (24 CFR 58 (1993)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Housing and urban development historical properties grant files, GRS-706.

AUTHORIZED: 05-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18469

3

TITLE: Income tax exemptions and withholding files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after separation

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 3 years after form is superseded or termination of employee and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: North Ogden (Utah)

SERIES: 21932

3

TITLE: Initial contact reports

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident" (UCA 63-2-103(12)(a)). These reports do not include follow-up or investigative reports prepared after this initial report. Please also see Schedule 21, Item #3 "Arrest 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 Initial contact incident reports, GRS-1107.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

AGENCY: North Ogden (Utah)

SERIES: 21932

TITLE: Initial contact reports

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(g) (2008)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(9) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18446

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 15 year(s) after final action

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 for 15 years after expiration of policy and settlement of all claims and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18472

1

TITLE: Insurance reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These reports are used for the reference and generation of claim files.

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 12 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18444

3

TITLE: Job opening files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

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 for 1 year and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18665

1

TITLE: Lawsuit case files (routine)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain for 7 year(s) after case is closed

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 7 years after after case is closed and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: North Ogden (Utah)

SERIES: 18664

1

TITLE: Lawsuit case files (significant)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: North Ogden (Utah)

SERIES: 18653

3

TITLE: Lease files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after contract expires and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18961

3

TITLE: Leave application files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: North Ogden (Utah)

SERIES: 18650

3

TITLE: Legal opinions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: North Ogden (Utah)

SERIES: 18473

1

TITLE: Liability risk management case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 20 year(s) after case is closed

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 20 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(23) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18780

1

TITLE: License registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 21929

3

TITLE: Misdemeanor case file

DATES: 1970-

ARRANGEMENT: Numerical, there under chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These case files are created as a result of misdemeanor complaints and investigations by the police department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports. (See also Felony case files and Homicide case files.)

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: North Ogden (Utah)

SERIES: 18657

3

TITLE: Monthly weight reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is a graph showing amount of refuse collected per day, week, month, and the percentage of time used for collection. The graph is used for budget purposes and evaluation of tonnage for each route. They include frequency of pickups at scalehouse, time estimated, arrival time, and total tonnage collected per month with average collected per truck.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Monthly weight reports, GRS-1156.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18442

3

TITLE: Notary bonds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (1995)).

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal notary bonds, GRS-792.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of bond and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. application form

AGENCY: North Ogden (Utah)

SERIES: 18456

3

TITLE: Oaths

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain copies of signed oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices (UCA 10-3-827 and 10-3-828 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: North Ogden (Utah)

SERIES: 18456

TITLE: Oaths

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 29038

1

TITLE: Ordinances

DATES: 1934-

ARRANGEMENT:

DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.

AGENCY: North Ogden (Utah)

SERIES: 18662

1

TITLE: Owner project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document both successful and unsuccessful negotiations and ongoing agreements for the purchase of property for redevelopment projects. The files include copies of agreements and related correspondence.

RETENTION:

Retain for 4 year(s) after end of project or program

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 4 years after completion of project and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18655

1

TITLE: Parks files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18967

3

TITLE: Personal injury files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 5 year(s)

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 5 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: North Ogden (Utah)

SERIES: 18968

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

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) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

Paper copy: Retain in Office for 1 year after separation and then destroy.

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: North Ogden (Utah)

SERIES: 18968

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18457

1

TITLE: Petitions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain formal written petitions from citizens or municipal department. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

RETENTION:

Permanent. Retain for 5 year(s) after resolution of issue

DISPOSITION:

Transfer to Archives.

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 5 years after issue resolved or final decision is made and then may be transferred to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18445

3

TITLE: Position description files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after position is abolished or until description is superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18656

1

TITLE: Recreation program files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18962

3

TITLE: Retirement records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

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 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18467

3

TITLE: Sales and use tax return forms

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

RETENTION:

Retain for 4 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 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18760

1

TITLE: Scrapbooks

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18958

1

TITLE: Service requests

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION:

Retain for 6 month(s) after resolution of issue

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 6 months after maintenance completed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18759

3

TITLE: Sewer main location plats

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer main location plats, GRS-1136.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)

AGENCY: North Ogden (Utah)

SERIES: 30530

3

TITLE: Social and public park association meeting minutes

DATES: 1898-1934

ARRANGEMENT: Arranged chronological by meeting date.

DESCRIPTION:

Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation on the first civil management organization of the citizens of Ogden prior to the city's formal incorporation in 1934.

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-301 Public records and Utah Code 52-4 Open and Public Meetings Act

AGENCY: North Ogden (Utah)

SERIES: 18772

3

TITLE: Subsidiary ledger and journal files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 3 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

AGENCY: North Ogden (Utah)

SERIES: 18471

3

TITLE: Successful bids proposals files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18465

1

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain for 6 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 6 years after final payment and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18773

1

TITLE: Telephone bills

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the actual bills for telephone service and long distance toll charges.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18470

3

TITLE: Time sheets

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18774

1

TITLE: Travel reimbursement request

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18775

1

TITLE: Travel/passenger reimbursement files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION:

Retain for 3 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 3 years and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: North Ogden (Utah)

SERIES: 18959

3

TITLE: Vehicle maintenance records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

AUTHORIZED: 08-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18468

1

TITLE: Vehicle registration certificates

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office until vehicle is transferred or sold and then transfer with vehicle.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18776

3

TITLE: Warrant registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

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

AGENCY: North Ogden (Utah)

SERIES: 18777

3

TITLE: Warrant/check redeemed

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are actual warrants or checks cut from a warrant request. "In the event the city is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, the city auditor or recorder shall draw and sign a warrant upon the treasurer of the city for payment of the claim, the warrant to be tendered to the payee named thereon" (UCA 10-6-140 (1997)).

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

AGENCY: North Ogden (Utah)

SERIES: 18474

3

TITLE: Water stock purchase files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document municipal purchase of water stock from irrigation companies and/or individuals. Each year the municipality is billed for the annual assessment of water stock. The files are used to verify purchase and for yearly assessment purposes.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water stock purchase records, GRS-1140.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after sale of stock and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Ogden (Utah)

SERIES: 18964

3

TITLE: Workers' compensation claim files

DATES: 2001-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See Utah Code 34A-2 for Workers' Compensation Act.

RETENTION:

Retain for 75 year(s)

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 75 years after final settlement and then destroy.

Computer data files: Retain in Office for 75 years and then delete.

Digital image: Retain in Office for 75 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: North Ogden (Utah)

SERIES: 18964

TITLE: Workers' compensation claim files

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1) (2017)

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-301(1)(b) (2014)