

## Retention and Classification Report

**Agency:** Ogden (Utah). City Auditor (724)

2549 Washington Blvd.  
Ogden, UT 84401  
801-629-8000

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

05774	*Financial record
05752	*Letterbooks
11950	*Warrant registers

**AGENCY:** Ogden (Utah). City Auditor

**SERIES:** 5774

1

**TITLE:** Financial record

**DATES:** 1852-1868.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These records are of a general nature but reflect the time period and the financial transactions of which there are very few other records. These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (2009)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (2009)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency finances, policies, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Auditor

**SERIES:** 5752

3

**TITLE:** Letterbooks

**DATES:** 1896-1926.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Letterbooks containing copies of reports and correspondence of the city auditor. Seven volumes span 1896-1926.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the value of these records in documenting agency finances, policies, and function.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). City Auditor

**SERIES:** 11950

1

**TITLE:** Warrant registers

**DATES:** 1916-1925.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public