

Retention and Classification Report

Agency: Orem (Utah). Public Works (748)

1450 West 550 North
Orem, UT 84057

Records Officer: _____

22934	Auction vehicle records
22931	Automotive Service Excellence certification copies
84633	Cemetery records
23018	Fleet Services safety meeting records
22935	Fleet education information
24049	Insurance expiration log
23334	*Mileage reimbursement request records
23335	Neighborhood Meeting minutes
22943	*Nightly work reports
23041	Orem Family Summerfest Festival files
23015	Public Works uniform allowance records
23117	Receipt log
23343	*Safety Record Recognition Program tracking records
23342	Telephone message registers
25626	Utility billing records
23051	Vehicle bid specifications
22976	Vehicle emission certification files
22933	Vehicle filter records
22947	Vehicle fleet workload reports
22945	Vehicle history files
22946	Vehicle wiring diagrams
23017	Work scheduling calendar

AGENCY: Orem (Utah). Public Works

SERIES: 22934

1

TITLE: Auction vehicle records

DATES: 1995-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 vehicle and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22931

3

TITLE: Automotive Service Excellence certification copies

DATES: 1985-

ARRANGEMENT: Chronological by expiration date

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 3 year(s) after 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: 08-29-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 years after separation or retirement and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 84633

4

TITLE: Cemetery records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These records contain information regarding the purchase of grave sites and location of individual burials of the cemetery. Information includes grave sites given by lot, plat, and block number; plot deeds or lot ownership records; perpetual care certificates; financial records of cemetery; and burial records or interment registers. A death record may also be included which will list cause of death, physician, and undertaker of the deceased. May include maps indicating specific locations of plots.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm duplicate: Retain in State Archives permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22935

1

TITLE: Fleet education information

DATES: 1984-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

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 or until obsolete and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23018

1

TITLE: Fleet Services safety meeting records

DATES: 1990-

ARRANGEMENT: Chronological by year, thereunder by meeting date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This records series contains documentation related to the weekly Fleet Services safety training meetings, which all Fleet Services personnel attend. Included are meeting minutes, attendance records, date of meetings miscellaneous shop topics, safety suggestions, and handbook policies overview.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 24049

3

TITLE: Insurance expiration log

DATES: ca. 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

RETENTION:

Retain for 1 year(s)

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 and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public UCA 63G-2-201 (2008).

AGENCY: Orem (Utah). Public Works

SERIES: 23334

1

TITLE: Mileage reimbursement request records

DATES: ca. 1994-2000.

ARRANGEMENT: Chronological

DESCRIPTION:

These are forms signed by customers requesting a refund of monies paid to the entity.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23335

3

TITLE: Neighborhood Meeting minutes

DATES: ca. 1980-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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.

AGENCY: Orem (Utah). Public Works

SERIES: 23335

TITLE: Neighborhood Meeting minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22943

1

TITLE: Nightly work reports

DATES: 1992-1994.

ARRANGEMENT: Chronological by year

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23041

3

TITLE: Orem Family Summerfest Festival files

DATES: 1990-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

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.

AGENCY: Orem (Utah). Public Works

SERIES: 23041

TITLE: Orem Family Summerfest Festival files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23015

3

TITLE: Public Works uniform allowance records

DATES: 1995-

ARRANGEMENT: Chronological by semi-annual scheduled payment

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This records series documents the receipt and expenditure of a semi-annual uniform allowance issued to eligible Public Works employees. A check request is completed for each division listing employee's name and how much they are permitted to spend. Each employee then receives an established amount of cash which they use to purchase uniform items. The receipts are then returned to document their purchases along with unspent funds. Information includes a listing of employees who have received a uniform allowance, how much they spend and the division of Public Works they are assigned to. Also included are the check request number and amount.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Orem (Utah). Public Works

SERIES: 23015

TITLE: Public Works uniform allowance records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23117

3

TITLE: Receipt log

DATES: ca. 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a log which documents revenue received by Public Works from various fees paid by citizens and developers. It is originally in the form of a hand-written log, and then later transcribed into a computer file. It is used in-house as a reference. Information includes date, name of payee, amount paid, description of service provided and method of payment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23343

1

TITLE: Safety Record Recognition Program tracking records

DATES: 1995-2015.

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by section name.

DESCRIPTION:

These records are used as part of a recognition system designed to promote safety in the workplace. They track each Public Works section's safety performance and awards received. Also included are safety award certificates. Information includes section name, inclusive dates, and specifics of safety accomplishments.

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.

Optical disks: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Orem (Utah). Public Works

SERIES: 23342

3

TITLE: Telephone message registers

DATES: 1998-

ARRANGEMENT: Chronological by date of message

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These registers compile all of the daily telephone messages taken by the Public Works administrative secretary. Information includes name of person message is intended for, date, time, name and contact information for person leaving message, message and priority of message.

RETENTION:

Retain for 6 month(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 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23342

TITLE: Telephone message registers

(continued)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2)(d)(2008)

AGENCY: Orem (Utah). Public Works

SERIES: 25626

1

TITLE: Utility billing records

DATES: 1997-

ARRANGEMENT: Numeric by account number

DESCRIPTION:

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

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:

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63-2-(2)(b)(d)

AGENCY: Orem (Utah). Public Works

SERIES: 23051

3

TITLE: Vehicle bid specifications

DATES: ca. 1995-

ARRANGEMENT: Numerical by vehicle type

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This records series contains the bid specifications for various vehicles purchased by Orem City. After Public Works receives approval for the purchase of a vehicle, the bid specifications and a vendor list are sent to the purchasing agent. The bid specifications describe the details of the type of vehicle Orem City plans to purchase. The purchasing agent then disseminates the bid information to the vendors and places an advertisement in the newspaper. The vendors use the bid specifications in determining what their asking price will be, and then submit their bid to Public Works within a specified time period. All the bids are reviewed and a selection is made. Information includes gross vehicle weight (GVW), engine size, tire size, transmission type, interior and exterior color, brake type, axle weights, gear ratio, trim package, radio, etc.

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.

APPRAISAL:

These records have administrative value(s).

AGENCY: Orem (Utah). Public Works

SERIES: 23051

TITLE: Vehicle bid specifications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22976

3

TITLE: Vehicle emission certification files

DATES: 1992-

ARRANGEMENT: Chronological by month, thereunder by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This records series consists of vehicle emission certification for both the city shop and its mechanics, as required by UCA 41-6-163.6(1)(b)(2000). Also included are Utah County technical bulletins, Utah County Health Department vehicle emissions permit blank forms and station performance reports.

RETENTION:

Retain for 1 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until superseded by annual renewal certification and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22933

3

TITLE: Vehicle filter records

DATES: 1988-

ARRANGEMENT: Numerical by vehicle number

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22947

1

TITLE: Vehicle fleet workload reports

DATES: 1992-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

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)

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 is completed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22945

3

TITLE: Vehicle history files

DATES: 1982-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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 until disposition of vehicle.

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 22946

3

TITLE: Vehicle wiring diagrams

DATES: 1990-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 1.00 cubic foot.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Orem (Utah). Public Works

SERIES: 23017

3

TITLE: Work scheduling calendar

DATES: 1990-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This records series consists of a daily log of city vehicles brought to the Fleet Division of Public Works for repair. This log is used by the fleet manager to gauge the work load when assigning vehicle repair and maintenance tasks. Information includes vehicle number, date work is scheduled to be performed, time vehicle will be delivered to shop, time and date vehicle is needed back in service, and a listing of needed repairs.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public