

## Retention and Classification Report

**Agency:** Park City (Utah). Administrative Services (771)

PO Box 1480  
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Park City, UT 84060  
435 615-5000

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

21363	Accounts payable
21364	Accounts receivable
21365	Accounts receivable invoices
21416	Administrative payroll reports
21438	Adverse action files
21368	Audit reports
21369	Bank deposit (pass) book
21370	Bank statements
21310	Bond redemption and destruction certificates
21311	Bond redemption registers
21312	Bond registration files
13486	Bonding obligations
21313	Bonds, notes and coupons paid files
21349	Budget apportionment records
21417	Budget authorization reference files
21350	Budget background records
21351	Budget estimates and justification files
21352	Budget information files
21353	Budget message
21354	Budget working files
21371	Check copy files
21372	Check registers
21373	Checkbook stubs
21440	Course announcement files
21374	Daily cash reports
21418	Deductions and other earnings registers
21375	Deposit slips
21442	Eligibility certificates
21443	Eligibility register
21444	Emergency and other personal leave files

21335 Employee bonds  
21419 Employee earnings history files  
21445 Employee history card  
21446 Employee training files  
21447 Employee warning files  
21448 Employment applications (hired)  
21449 Employment applications (not hired)  
21450 Employment eligibility records  
21451 Equal Employment Opportunity (EEO) compliance case files  
21452 Equal Employment Opportunity (EEO) discrimination complaint  
21453 Equal Employment Opportunity (EEO) program files  
21456 Equal Employment Opportunity (EEO) reports  
21457 Equal Employment Opportunity (EEO) statistics files  
21458 Exempt employee performance related records  
21275 Feasibility studies  
21337 Fidelity bonds  
03782 Financial record book  
21420 Flex time attendance records  
21421 Garnishment records  
85137 General ledgers  
21341 General obligation bonds  
21280 Grant files original applications  
21459 Green Thumb program files  
21460 Grievance and disciplinary files  
21281 Housekeeping files  
21422 Income tax exemptions and withholding files  
21423 Individual authorization allotments files  
21424 Insurance deduction files  
21378 Interdepartmental billings  
21461 Interview records  
21379 Investment accounting daily sheets  
21380 Investment accounting monthly reports  
21381 Investment registers  
21504 Invoices  
21462 Job openings files  
21463 Labor-Management relations files  
21425 Leave adjustment reports  
21426 Leave application files  
21427 Leave data files  
21464 Merit employee performance-related records  
21465 Municipal Officers' and Employee Ethics Act records  
21288 Notary bond files  
21428 Payroll files  
21355 Periodic budget reports  
21469 Personnel files  
21470 Position description files  
21471 Position survey files  
21472 Pre-employment health records  
21473 Pre-employment tests  
21388 Private vehicle usage files  
21507 Purchase orders  
21508 Purchase requisition files  
21474 Quarterly wage list reports  
21382 Receipt books

21475	Recruitment files
21383	Refund request
21356	Regular budget reports
21430	Retirement benefits assistance files
21431	Retirement files
21476	Salary surveys
21384	Sales and use tax return forms
21432	Saving and bond purchase records
21433	Savings bond purchase summary report
21385	State Treasurer's accounting statements
21387	Subsidiary ledger and journals files
21477	Summer youth program files
21434	Taxable wage earning report
21478	Temporary employees personnel files
21478	Temporary employees personnel files
21435	Time sheets
21389	Travel/passenger reimbursement files
21390	Unclaimed check/warrants
21516	Vouchers
21436	Wage survey files
21391	Warrant registers
21393	Warrant request-cancelled
21392	Warrant requests
21394	Warrant/checks-lost
21395	Warrant/checks-redeemed

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21363

3

**TITLE:** Accounts payable

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**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:** Park City (Utah). Administrative Services

**SERIES:** 21364

3

**TITLE:** Accounts receivable

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy and N.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21365

3

**TITLE:** Accounts receivable invoices

**DATES:** 1982-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21416

3

**TITLE:** Administrative payroll reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

**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 UCA 63G-2-302(1) (2008)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21438

3

**TITLE:** Adverse action files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are case files and related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, or reduction in force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; and a record of appeals, excluding letters of reprimand which are normally filed in the official personnel 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 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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21368

3

**TITLE:** Audit reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21368

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21369

3

**TITLE:** Bank deposit (pass) book

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21370

3

**TITLE:** Bank statements

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21310

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:** Park City (Utah). Administrative Services

**SERIES:** 21311

3

**TITLE:** Bond redemption registers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are registers used to record the redemption of coupons for municipal bonds.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal bond redemption registers, GRS-784.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after redemption of coupon and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21312

3

**TITLE:** Bond registration files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are the issuing agent's copies of bond registration stubs.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal bond registration files, GRS-785.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 13486

3

**TITLE:** Bonding obligations

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

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

**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 for 3 years after expiration of bonds and then file with bond issues and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21313

1

**TITLE:** Bonds, notes and coupons paid files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

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

**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 redeemed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21349

3

**TITLE:** Budget apportionment records

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

**RETENTION:**

Retain for 5 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 5 years after close of the fiscal year and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21417

1

**TITLE:** Budget authorization reference files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

**RETENTION:**

Retain until superseded

**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 until superseded and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21350

3

**TITLE:** Budget background records

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21351

3

**TITLE:** Budget estimates and justification files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

**RETENTION:**

Retain for 5 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21352

3

**TITLE:** Budget information files

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21353

3

**TITLE:** Budget message

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

**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 close of the calendar year covered by the budget and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21354

3

**TITLE:** Budget working files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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 close of the calendar year covered by the budget and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21371

1

**TITLE:** Check copy files

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21372

3

**TITLE:** Check registers

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21373

3

**TITLE:** Checkbook stubs

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21440

1

**TITLE:** Course announcement files

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are informational files on municipal employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to municipal employees by government agencies or non-governmental organizations.

**RETENTION:**

Retain until superseded

**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 until superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21374

3

**TITLE:** Daily cash reports

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical, sorted by computer

**DESCRIPTION:**

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

**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:** Park City (Utah). Administrative Services

**SERIES:** 21418

3

**TITLE:** Deductions and other earnings registers

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21375

3

**TITLE:** Deposit slips

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal accounts.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21442

3

**TITLE:** Eligibility certificates

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

**RETENTION:**

Retain for 2 year(s)

**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 and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(2)(a) (2008)

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21443

3

**TITLE:** Eligibility register

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

**RETENTION:**

Retain for 2 year(s)

**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 expiration of eligibility and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21444

3

**TITLE:** Emergency and other personal leave files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Emergency and other personal leave files, GRS-889.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(b) (2008)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21335

3

**TITLE:** Employee bonds

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**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 (1977)).

**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 of bond and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21419

3

**TITLE:** Employee earnings history files

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical, sorted by computer program

**DESCRIPTION:**

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employee wage history records, GRS-1905.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation of employee, place in personnel file.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21445

3

**TITLE:** Employee history card

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

**RETENTION:**

Retain for 7 year(s)

**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: Retain in Office for 7 years after separation or 2 years after retirement and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21446

1

**TITLE:** Employee training files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

**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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21447

3

**TITLE:** Employee warning files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21448

3

**TITLE:** Employment applications (hired)

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**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 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: Retain in Office until transferred to personnel file.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21449

3

**TITLE:** Employment applications (not hired)

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain for 2 year(s)

**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 application deadline and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21450

3

**TITLE:** Employment eligibility records

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

**RETENTION:**

Retain for 3 year(s) or until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

**AUTHORIZED:** 08-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of hire or until 1 year after termination and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21451

1

**TITLE:** Equal Employment Opportunity (EEO) compliance case files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are compliance files containing background papers and correspondence relating to contractor employment practices.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21452

1

**TITLE:** Equal Employment Opportunity (EEO) discrimination complaint

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

**RETENTION:**

Retain for 4 year(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 4 years after resolution of case and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21453

1

**TITLE:** Equal Employment Opportunity (EEO) program files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

**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 after may be transferred to the State Archives.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21456

1

**TITLE:** Equal Employment Opportunity (EEO) reports

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602 (1992)). They include statistical information on employees hired, rehired, and terminated.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21457

1

**TITLE:** Equal Employment Opportunity (EEO) statistics files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files contain employment statistics and statistical reports relating to race and gender.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21458

3

**TITLE:** Exempt employee performance related records

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**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)

**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

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21275

3

**TITLE:** Feasibility studies

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

**RETENTION:**

Retain for 5 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 Feasibility studies, GRS-746.

**AUTHORIZED:** 01-02-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after completion of study and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21337

3

**TITLE:** Fidelity bonds

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**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 (1977)).

**RETENTION:**

Retain for 3 year(s)

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 3782

1

**TITLE:** Financial record book

**DATES:** 1898-

**ARRANGEMENT:** Alphanumerical.

**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:**

Permanent. Retain until administrative need ends

**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 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:** Park City (Utah). Administrative Services

**SERIES:** 21420

3

**TITLE:** Flex time attendance records

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are supplemental time and attendance records (e.g., sign-in/sign-out sheets and work reports). They are used for payroll accounting under flextime systems.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21421

3

**TITLE:** Garnishment records

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

**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 after end of garnishment and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 85137

4

**TITLE:** General ledgers

**DATES:** 1892-

**ARRANGEMENT:** Chronological by date.

**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:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

Microfilm master: For records beginning in 1892 through 1900.  
Retain in State Records Center for 10 years and then destroy.

Paper: For records beginning in 1914 through 1956. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

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

Records have temporary administrative and fiscal value and may be destroyed according to retention schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21341

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 11-14-310 (2006)).

**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:** Park City (Utah). Administrative Services

**SERIES:** 21280

3

**TITLE:** Grant files original applications

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical

**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:** Park City (Utah). Administrative Services

**SERIES:** 21459

3

**TITLE:** Green Thumb program files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the municipality's participation in the Green Thumb Program. This is a program designed to improve the economic and social conditions of older citizens and rural communities by providing essential community services through promoting the employment and training of older Americans. The Green Thumb Program is sponsored by the National Farmer's Union and is funded by the U.S. Department of Labor. Participants are low income persons 55 years and older who work an average of 20 to 24 hours per week. The files include time cards, Green Thumb employment form, performance review forms, enrollee job description, work schedule, medical examination form, memoranda, surveys, and related correspondence.

**RETENTION:**

Retain for 3 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 Experience works program files, GRS-908.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final expenditure report submitted and then destroy.

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21459

**TITLE:** Green Thumb program files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21460

3

**TITLE:** Grievance and disciplinary files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**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                      unsubstantiated

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21281

3

**TITLE:** Housekeeping files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**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 after no longer needed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21422

3

**TITLE:** Income tax exemptions and withholding files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by last name

**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) or for 0

**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:** Park City (Utah). Administrative Services

**SERIES:** 21423

3

**TITLE:** Individual authorization allotments files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

**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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21424

3

**TITLE:** Insurance deduction files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

**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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21378

3

**TITLE:** Interdepartmental billings

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21461

3

**TITLE:** Interview records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by position

**DESCRIPTION:**

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

**RETENTION:**

Retain for 2 year(s)

**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 1 year after hiring decision is made and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21379

3

**TITLE:** Investment accounting daily sheets

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21380

1

**TITLE:** Investment accounting monthly reports

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21381

1

**TITLE:** Investment registers

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

**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:** Park City (Utah). Administrative Services

**SERIES:** 21504

1

**TITLE:** Invoices

**DATES:** 1980-

**ARRANGEMENT:** Numerical by batch and check number

**DESCRIPTION:**

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21462

3

**TITLE:** Job openings files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

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

**RETENTION:**

Retain for 2 year(s)

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21463

1

**TITLE:** Labor-Management relations files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document the relationship between municipal management and employee unions or associations. They include correspondence, memoranda, and reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21425

3

**TITLE:** Leave adjustment reports

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports of all leave adjustments made during a pay period. These reports include category of adjustments, the amount, social security number, and employee's name.

**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 UCA 63G-2-302(1) (2008)

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21426

3

**TITLE:** Leave application files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21427

3

**TITLE:** Leave data files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain compilations of leave earned and taken.  
Includes the annual leave compilation card.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21464

3

**TITLE:** Merit employee performance-related records

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

**AUTHORIZED:** 06-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21465

3

**TITLE:** Municipal Officers' and Employee Ethics Act records

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are legal/disclosure forms and council disclosure forms used by elected or appointed municipal officials to disclose any actual or potential conflict of interest in accordance with UCA 10-3-1302 (1989) through 10-3-1312 (1989) (Municipal Officers' and Employees' Ethics Act). The disclosures are made to the mayor. Includes personal benefits, special privileges or compensation received for assisting any person or business in transactions involving the city; disclosure of any officer, director, or agent employee of a substantial interest in a business entity regulated by or doing business with the city; and any personal interest or investment which creates a conflict between public duties and personal interest.

**RETENTION:**

Retain for 7 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

**AUTHORIZED:** 05-01-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after termination of municipal employment/appointment and then destroy.

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21465

**TITLE:** Municipal Officers' and Employee Ethics Act records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21288

1

**TITLE:** Notary bond files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document municipal employees providing service to municipal agencies as notaries public. They include valid certificates, copies of bonds, and any related correspondence.

**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 expiration or renewal of bond and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21428

3

**TITLE:** Payroll files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21355

3

**TITLE:** Periodic budget reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21469

3

**TITLE:** Personnel files

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**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:** 08-29-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death 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:** Park City (Utah). Administrative Services

**SERIES:** 21469

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21470

3

**TITLE:** Position description files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**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 superseded and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21471

3

**TITLE:** Position survey files

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

**RETENTION:**

Retain for 2 year(s)

**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 resurveyed and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21472

3

**TITLE:** Pre-employment health records

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

Employee health records can include but are not limited to such things as Family Medical Leave documentation, psychological profiles, doctor's notes for absences, long and short term disability documentation, documentation of disability accommodations, workers' compensation information, x-rays, hypertension screenings, blood series, pre-employment physicals, medical histories and etc. The records are used to limit liability in deployment of workers, to establish the health status of potential employees, and to limit the effect of occupation related diseases or to modify conditions that might limit an employee's ability to perform assigned duties.

**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 Employee health and medical records, GRS-1968.

**AUTHORIZED:** 11-24-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after end of employment and then destroy.

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21472

**TITLE:** Pre-employment health records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21473

3

**TITLE:** Pre-employment tests

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These examinations are required of applicants for specific municipal positions. They include date, position tested for, employee name, social security number, the actual test questions and applicant's answers, and scores.

**RETENTION:**

Retain for 2 year(s)

**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 or as required by federal law or admin. need ends and then destroy.

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private. applicant's name and score

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21388

1

**TITLE:** Private vehicle usage files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are authorization forms for municipal officials or employees to use a private vehicle for municipal business when it is the most economical method of 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:** Park City (Utah). Administrative Services

**SERIES:** 21507

1

**TITLE:** Purchase orders

**DATES:** 1980-

**ARRANGEMENT:** Numerical by batch and check number

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21508

1

**TITLE:** Purchase requisition files

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain requisitions for supplies and equipment for current inventory.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21474

3

**TITLE:** Quarterly wage list reports

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports submitted quarterly to the State Department of Employment Security. They include the quarterly wage list (the name and address of employer, registration number, quarter ending date, employee social security number, name of employee, hire date of new employees, and total wages for quarter, the reimbursable employment, payrolls, and new hires report form (name and address of organization, non-insured workers, individual amount for the first, second, third and fourth quarters, insured workers' names; telephone number, and department of person completing form)).

**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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21382

3

**TITLE:** Receipt books

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are receipts issued for money received into entity accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid

**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:** Park City (Utah). Administrative Services

**SERIES:** 21475

3

**TITLE:** Recruitment files

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by position

**DESCRIPTION:**

These files document the offering of municipal positions to potential employees. These files contain job offers which were declined. The accepted offers are maintained in individual personnel files.

**RETENTION:**

Retain for 2 year(s)

**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 hiring decision is made and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21383

3

**TITLE:** Refund request

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

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

**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:** Park City (Utah). Administrative Services

**SERIES:** 21356

3

**TITLE:** Regular budget reports

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

**RETENTION:**

Retain for 3 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 3 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21430

3

**TITLE:** Retirement benefits assistance files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.

**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

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21431

3

**TITLE:** Retirement files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21476

3

**TITLE:** Salary surveys

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are salary survey reports on various municipal positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

**AUTHORIZED:** 07-02-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21384

3

**TITLE:** Sales and use tax return forms

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21432

3

**TITLE:** Saving and bond purchase records

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the payroll deduction and purchase of U.S. Savings Bonds.

**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:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21433

3

**TITLE:** Savings bond purchase summary report

**DATES:** 2000-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These reports list employee U.S. Savings Bond purchases and remaining bond balances.

**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 UCA 63G-2-302(1) (2008)

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21385

3

**TITLE:** State Treasurer's accounting statements

**DATES:** 1997-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State treasurer's pooled investment reports, GRS-827.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21387

3

**TITLE:** Subsidiary ledger and journals files

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, 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:** Park City (Utah). Administrative Services

**SERIES:** 21477

1

**TITLE:** Summer youth program files

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

These files document participation in the summer youth program. The summer youth program provides employment with government agencies for youth between the ages of fourteen and eighteen. The files include time cards, copies of labor training/modification form, employment applications, and related correspondence.

**RETENTION:**

Retain for 3 year(s) after separation

**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 termination of employment and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21434

3

**TITLE:** Taxable wage earning report

**DATES:** 1985-

**ARRANGEMENT:** alphabetical, thereunder chronological by year

**DESCRIPTION:**

These files contain records on individual employee income taxes. Includes returns filed for income taxes such as IRS Form W-2, reports on withheld federal taxes such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

**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 UCA 63G-2-302(1) (2008)

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21478

1

**TITLE:** Temporary employees personnel files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are files maintained on temporary employees who were not provided benefits by the municipality. They include copies of correspondence and employment forms. They do not include personnel records created for specific federal programs.

**RETENTION:**

Retain for 1 year(s) after separation

**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 separation and then destroy.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21357

3

**TITLE:** Tentative budget files

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

**RETENTION:**

Retain for 5 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21435

3

**TITLE:** Time sheets

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**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:** Park City (Utah). Administrative Services

**SERIES:** 21389

1

**TITLE:** Travel/passenger reimbursement files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical

**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:** Park City (Utah). Administrative Services

**SERIES:** 21390

1

**TITLE:** Unclaimed check/warrants

**DATES:** 1987-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are unclaimed checks covering disbursements for municipal expenses. Includes check number, date, amount, purpose, and name of payee.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to the State Treasurer.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21516

1

**TITLE:** Vouchers

**DATES:** 1994-

**ARRANGEMENT:** Numerical by batch and check number

**DESCRIPTION:**

This is an official authorization to pay on a claim or bill.  
Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21436

1

**TITLE:** Wage survey files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

**RETENTION:**

Retain until superseded

**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 until completion of second succeeding wage survey and then destroy.

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21391

3

**TITLE:** Warrant registers

**DATES:** 1944-

**ARRANGEMENT:** Numerical

**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:** Park City (Utah). Administrative Services

**SERIES:** 21393

3

**TITLE:** Warrant request-cancelled

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This is the manual documentation method of inputting data about canceled warrants which then becomes part of the general ledger.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21392

3

**TITLE:** Warrant requests

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are requests from entities to pay vendors.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21394

3

**TITLE:** Warrant/checks-lost

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

**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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Park City (Utah). Administrative Services

**SERIES:** 21395

3

**TITLE:** Warrant/checks-redeemed

**DATES:** 1980-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

**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

**SECONDARY DESIGNATION(S):**

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