

Retention and Classification Report

Agency: Provo (Utah). Finance Department (806)

351 West Center
Provo, UT 84601
801 852-6100

Records Officer: _____

85044	Audit reports
07024	Beer license applications
31247	Lease, agreement, concession, and contract payment record
30343	Program audit reports

AGENCY: Provo (Utah). Finance Department

SERIES: 85044

3

TITLE: Audit reports

DATES: i 1948-

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

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 for 5 years and then transfer to State Archives.

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: Provo (Utah). Finance Department

SERIES: 85044

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2019).

AGENCY: Provo (Utah). Finance Department

SERIES: 7024

3

TITLE: Beer license applications

DATES: 1978-

ARRANGEMENT: Alphabetical by name of business

DESCRIPTION:

These applications are filled out by businesses to obtain licenses for selling beer within the boundaries of Provo City. There are four classes of licenses: Class A--consumption off premises; Class B--consumption on premises; Class C--beer on draft or container on or off premises; and Class D--wholesale. Applicants are required to file a cash or corporate bond (UCA 32-4-4) and to undergo a criminal history check by the police department. Businesses are licensed annually for the fiscal year (July - June). The applications are used to verify accuracy of information provided and to authorize the licensure of businesses. The information on these applications include class of license, name and address of applicant, description of business or activity, list of management information (name, title, business and home addresses, and birth dates), bonding requirements, questions on qualifications for license; names, addresses, and phone numbers of three references; notarized signature; examination and approval information from city police; list of persons handling beer.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

AGENCY: Provo (Utah). Finance Department

SERIES: 7024

TITLE: Beer license applications

(continued)

APPRAISAL:

Administratively, these files should only be maintained for four years. The statute of limitations provisions indicate that an action must be taken within four years.

AGENCY: Provo (Utah). Finance Department

SERIES: 31247

3

TITLE: Lease, agreement, concession, and contract payment record

DATES: 1945-1975

ARRANGEMENT: Numerical by account number.

DESCRIPTION:

This series contains two ledger books used to record regular payments made on leases, service contracts, and other agreements made by the city. Most of the accounts seem to be for city property leased to various individuals, companies, or organizations. Some of the accounts are for services for which the city contracted and some accounts are for property purchased from the city over time. Later entries in the books include numerous payments for maintenance of in the city cemetery. The records was kept by the city treasurer, but because they contain so many accounts for cemetery maintenance, they eventually made their way to the cemetery office. The records typically list the entity who is in a contractual relationship with the city and making or receiving payments. There is usually a note of the property being leased or the service being provided and a record of payments made over time.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1851 through 1975. Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

The records in this series have permanent historical value as documentation of wide variety of assets the city leased and sold to private entities, as well as the services for which the city contracted.

AGENCY: Provo (Utah). Finance Department

SERIES: 31247

TITLE: Lease, agreement, concession, and contract payment record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Finance Department

SERIES: 30343

3

TITLE: Program audit reports

DATES: 1974-

ARRANGEMENT: Chronological by year of report.

DESCRIPTION:

These records contain audit reports for individual programs run by Provo City. The report includes summary information about the program operations, productivity, performance, compliance, and include verification of the entities' financial activities for the year.

RETENTION:

Retain permanently

DISPOSITION:

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 for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
These records have historical value based on their evidence of significant policy formulation and business processes of the government.

AGENCY: Provo (Utah). Finance Department

SERIES: 30343

TITLE: Program audit reports

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2)(2019)