

## Retention and Classification Report

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

351 West Center  
Provo, UT 84601  
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**Records Officer:** \_\_\_\_\_

|       |   |
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| 85044 | Audit reports   |
| 07024 | Beer license applications                                 |
| 84083 | *General financial ledgers                                |
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**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:** 84083

3

**TITLE:** General financial ledgers

**DATES:** 1906.

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 0.20 cubic feet.

**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 permanently

**DISPOSITION:**

Transfer to Archives.

**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.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This retention is based on the municipal financial general records retention schedule (9/85).

**PRIMARY DESIGNATION:**

Public

**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)

**AGENCY:** Provo (Utah). Finance Department

**SERIES:** 27638

3

**TITLE:** Provo Treasurer quarter report

**DATES:** 1892.

**ARRANGEMENT:**

**DESCRIPTION:**

Financial report, quarter report 1892. Provo treasurer.

**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:**

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

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

**APPRAISAL:**

These records have fiscal, and/or historical value(s).  
Quarterly report of the Provo Treasurer from 1892.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Provo (Utah). Finance Department

**SERIES:** 84077

3

**TITLE:** Water assessment book

**DATES:** 1902-1903.

**ARRANGEMENT:** Alphanumerical by address (street name and house number)

**TOTAL VOLUME:** 0.30 cubic feet.

**DESCRIPTION:**

This volume records the payment of water bills. It contains: name of owner or agent, house number, number of months, amount of charge, purposes (house, lawn, bath closet, urinal, boiler, [type of business] store, saloon, barber shop, stables, vehicles, animals, fire plug), total amount, date of connection, date notified, when paid, receipt number, and miscellaneous comments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on the historical value of this book to document water usage in Provo City. It could be used for both community and family studies.

**PRIMARY DESIGNATION:**

Public