

## Retention and Classification Report

**Agency:** Riverdale (Utah) (844)

Riverdale City  
4600 South Weber River Drive  
Riverdale, UT 84405  
801-394-5541

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

24731	ADA records
25062	Accident reports
24736	Accounts payable
24737	Accounts receivable
24738	Accounts receivable invoices
24787	Acknowledgment files
24776	Administrative and fiscal operations grant files reports
24660	Administrative payroll reports
25038	Adopted master plans
24640	Adverse action case files
25039	Aerial photographic maps
24842	Animal citations
24841	Animal control activity reports
24845	Animal control contract billings
24854	Animal control daily field reports
24875	Annexation files
24697	Annual budget
24739	Annual financial reports
24692	Annual fixed asset report
24769	Annual reports
24877	Appointment files
25063	Arrest reports
24732	As-built construction plans and specifications
25027	As-built project drawings
24740	Audit reports
24741	Bank deposit books
24742	Bank statements
24693	Beer license application files
25064	Bicycle registrations
24843	Bite reports

25040 Board of adjustment case files  
25041 Board of adjustment minutes and indexes  
24707 Bond anticipation notes  
24708 Bond issue files  
24713 Bond redemption and instruction certificates  
24709 Bond redemption registers  
24710 Bond registration files  
24711 Bonds, notes and coupons paid files  
24698 Budget apportionment records  
24659 Budget authorization references files  
24699 Budget background records  
24700 Budget estimates and justification files  
24701 Budget information files  
24702 Budget message  
24705 Budget working files  
24719 Building and grounds maintenance log  
24864 Building permit files  
24865 Building permit registers  
24694 Business license files  
24878 Campaign financial disclosure statement files  
25065 Case reports  
24770 Census information files  
24695 Certificates of license  
24743 Check copy files  
24744 Check registers  
24763 Checkbook stubs  
25066 Chemical analysis records  
24779 City histories  
24771 City scrapbooks  
24880 City scrapbooks  
24856 Civil case files  
25067 Civil process records  
24858 Claim petition files  
24801 Community development block grant administrative records  
25043 Community development block grant administrative records  
24802 Community development block grant application records  
25044 Community development block grant application records  
24844 Complaint records  
25042 Conditional use permit records and indexes  
24782 Constitution and bylaws  
24898 Construction project files  
24811 Contract purchasing records  
24846 Controlled substances euthanasia license records  
24847 Controlled substances euthanasia log  
24882 Council business files  
24778 Council minutes  
24883 Council minutes  
24639 Course announcement records  
24638 Court ordered community service case files  
26078 Court summons  
26079 Crime analysis files  
26080 Criminal history dissemination log  
26083 DUI reports  
26082 Daily activity report

24745 Daily cash reports  
24720 Daily vehicle report  
24721 Daily work log  
24658 Deductions and other earnings register  
24884 Deeds files  
24866 Demolition case files  
24746 Deposit slips  
24823 Disaster planning files  
24691 Disposition records  
24855 Dog license records  
24885 Easement files  
24886 Election ballots  
24887 Election canvasses  
24897 Election declaration of candidacy  
24897 Election declaration of candidacy  
24889 Election returns  
24636 Eligibility register  
24635 Emergency and other personal leave records  
24712 Employee bonds  
24657 Employee earnings history case files  
24634 Employee history cards  
24633 Employee training case files  
24632 Employee warning case files  
24631 Employment applications (hired)  
24630 Employment applications (not hired)  
24687 Employment eligibility records (I-9)  
24867 Enforcement case files  
25028 Engineering project files  
24603 Equal employment opportunity case files  
24672 Equal employment opportunity discrimination complaint case f  
24670 Equal employment opportunity reports  
24669 Equal employment opportunity statistic files  
24671 Equal opportunity program files  
24690 Equipment inventory files  
24722 Equipment maintenance and repair records  
26084 Evidence disposition records  
26085 Evidence log  
24774 Executive correspondence  
24668 Exempt employee performance-related records  
24777 Feasibility studies  
26086 Felony investigation case files  
24714 Fidelity bonds  
26088 Field interrogation reports  
26090 Firearm qualification records  
26091 Firearms disposal records  
26092 Firearms inventory cards  
24689 Fixed asset lists  
24656 Flextime attendance records  
24859 Formal legal opinions  
24764 Freight records  
24723 Fuel records  
24655 Garnishment records  
24724 Gasoline sales tickets  
24747 General ledgers

24715 General obligation bonds  
29325 General plan  
24788 Government Records Access & Management Act (GRAMA) access re  
24775 Grant files original applications  
24667 Grievance and disciplinary files  
24890 Hearings files  
26093 Homicide and theft of public funds case files  
24772 Housekeeping files  
26094 Impounded vehicle reports  
24654 Income tax exemption and withholding records  
24653 Individual authorized allotments case files  
24860 Informal legal opinions  
26095 Initial contact reports  
24733 Insurance adjusters' estimates  
24652 Insurance deduction records  
24824 Insurance policy files  
24825 Insurance reports  
24748 Interdepartmental billings  
26096 Internal affairs summary report  
26097 Internal affairs unsubstantiated case files  
24789 Internal committee records  
24666 Interview records  
24749 Investment accounting daily sheets  
24765 Investment accounting monthly reports  
24750 Investment registers  
24686 Invoices  
24664 Labor-management relations files  
24891 Lease files  
24812 Leasing contract files  
24651 Leave adjustment reports  
24650 Leave applications  
24649 Leave data records  
24826 Liability risk management case files  
24696 License registers  
24827 Loss control inspection reports  
24899 Maintenance complaints  
24829 Medical and dental insurance claim files  
24799 Meeting minute tape recordings  
24663 Merit employee performance related records  
24734 Mileage certificates  
24871 Minutes of the Board of Appeals  
24828 Minutes of the Board of Equalization and Review  
24861 Misdemeanor case files  
26098 Misdemeanor case files  
26099 Mug shots  
24662 Municipal Officers and Employee Ethics Act records  
24716 Municipal revenue bonds  
25045 Nonconforming use certificate records  
24872 Nonresidential building plans  
24792 Notary bond files  
24717 Notary bonds  
24832 Notices of intention  
24892 Oaths  
24893 Ordinances

24780	Organizational files
24900	Parks files
24648	Payroll records
24647	Payroll registers
24790	Pending files
24791	Performance audits
24703	Periodic budget reports
26077	Permits and certification Files
24684	Personnel files
24683	Personnel requisition and analysis files
24894	Petitions
25046	Planned unit development case files
25054	Planning commission minutes
25055	Planning study reports
24781	Policies and procedures manuals
24680	Pre-employment health records
24679	Pre-employment tests
24813	Professional services agreement records
24678	Promotional tests
24895	Proof of publication records
24835	Protest files
24873	Public buildings building plans
24805	Public relations files
24804	Public release files
24803	Publications
24814	Purchase orders
24815	Purchase requisition files
24677	Quarterly wage list reports
24816	Real estate acquisition files
24751	Receipt books
24793	Records transfer sheets
25029	Recreation program files
25030	Recreational activity release records
25031	Recreational equipment records
25032	Recreational facility files
25033	Recreational facility maps
24676	Recruitment files
24752	Refund request
25034	Registration records
24706	Regular budget reports
24817	Requests for proposals
25035	Reservation records
24874	Residential building plans
24896	Resolutions
24646	Retirement benefits assistance case files
24645	Retirement records
25056	Rezoning records and indexes
24862	Routine lawsuit case files
24675	Salary surveys
24753	Sales and use return forms (TC-71)
24725	Service requests
24863	Significant lawsuit case files
25057	Site review planning records
24735	Space utilization reports

24837	Special assessment books
24838	Special assessment ledgers
24839	Special assessment statements
24718	Special improvement bonds
24840	Special tax refund books
25036	Sports Teams Records
24754	State treasure's accounting statements
25058	Street/alley vacating records
25059	Subdivision review case files
24755	Subsidiary ledger and journals files
24818	Successful bid proposal files
24674	Summer youth program files
25037	Supervisor's daily/weekly reports
24688	Surplus property case files
24785	System studies final reports
24800	System studies supporting files
24819	Tax exemption records
24644	Taxable wage earning reports
24786	Technical reference files
24794	Telephone message register
24795	Telephone messages
24673	Temporary employees personnel files
24704	Tentive budget files
24643	Time sheets
24796	Transitory correspondence
24757	Travel-private vehicle usage files
24756	Travel/passenger reimbursement files
24767	Unclaimed checks/warrants
24820	Unsuccessful bids and proposals files
24797	Unsuccessful grant application files
24726	Vehicle assignment records
24727	Vehicle maintenance records
24728	Vehicle registration certificates
24821	Vendor list
24822	Vouchers
24642	Wage survey records
24758	Warrant register
24760	Warrant request-cancelled
24759	Warrant requests
24762	Warrant/check-lost
24761	Warrant/checks-redeemed
24729	Work order log
24730	Work orders
24641	Workers' compensation claim case files
24798	Working papers
26099	Mug shots
29325	General plan

**AGENCY:** Riverdale (Utah)

**SERIES:** 25062

1

**TITLE:** Accident reports

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000 or injury or death occurs, and is maintained for seven years.

**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.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Exempt UCA 41-6-40 (2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24736

3

**TITLE:** Accounts payable

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24737

3

**TITLE:** Accounts receivable

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**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 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24738

3

**TITLE:** Accounts receivable invoices

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24787

3

**TITLE:** Acknowledgment files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

These files document the acknowledgement and transmittal of inquiries and requests that have been referred elsewhere for reply. These files include copies of the initial request and letters of acknowledgement and transmittal.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24731

3

**TITLE:** ADA records

**DATES:** 1994-

**ARRANGEMENT:** Alphabetical thereunder Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of municipal buildings to determine accessibility for the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Americans with Disabilities Act building records, GRS-122.

**AUTHORIZED:** 04-22-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24776

1

**TITLE:** Administrative and fiscal operations grant files reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

**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 after completion of all applicable audits and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24660

3

**TITLE:** Administrative payroll reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1) (1977)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 25038

1

**TITLE:** Adopted master plans

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the City. Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; growth and development of the land within the municipality or any part of the municipality. The plan may also include maps, plats, and charts.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24640

3

**TITLE:** Adverse action case files

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24640

**TITLE:** Adverse action case files

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 25039

1

**TITLE:** Aerial photographic maps

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are large aerial photographs of the municipality. They are usually updated once every five years; and are used for informational purposes. The photographs are taken periodically to illustrate changes in development. The maps may include zoning boundary lines.

**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 Office permanently.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24842

3

**TITLE:** Animal citations

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year, thereunder Alphabetical  
**DESCRIPTION:**

These are citations issued to animal owners for infractions of municipal ordinances (e.g., not having a license, allowing pet to run at large, no rabies vaccinations). They may contain the citation number, license number, owner's name and address, violation, ordinance number, date and time.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24841

3

**TITLE:** Animal control activity reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological by year

**DESCRIPTION:**

These reports are compiled monthly to show the activity of animal control operations. They may include date, statistical information for each officer involved in the pickup of stray dogs or acts, and other animal impounds; injured animals; dead animals; home or other quarantines; total animals handled; licenses sold; total citations issued; warnings issued; response to calls; and total miles patrolled. These reports list the number of dogs, cats and other animals received, redeemed, sold, given away, destroyed, and total animals on hand at the first and end of each month.

**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 Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after annual report is produced and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24841

**TITLE:** Animal control activity reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24845

1

**TITLE:** Animal control contract billings

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical  
**DESCRIPTION:**

These are monthly bills received by municipalities with contractual agreements with counties to provide animal control services. They are used to collect fees for services provided. The bills may include date, invoice number, name and addresses of city, description or services provided, amount due, contract-agreement number, account number, amount, and a statement certifying billing accuracy.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24854

3

**TITLE:** Animal control daily field reports

**DATES:** 1960-

**ARRANGEMENT:** Chronological by years, thereunder alphabetical by subject

**DESCRIPTION:**

These forms are completed by each animal control officer to report on daily activities. They are used to compile activity reports. They include officer's name, time on and time off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, type of activity performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24875

1

**TITLE:** Annexation files

**DATES:** 1946-

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

**DESCRIPTION:**

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by the City Council.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24697

3

**TITLE:** Annual budget

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24697

**TITLE:** Annual budget

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24739

1

**TITLE:** Annual financial reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24692

3

**TITLE:** Annual fixed asset report

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24769

3

**TITLE:** Annual reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24877

3

**TITLE:** Appointment files

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**DESCRIPTION:**

These files document the appointment of persons to advisory boards and committees established by the City Council or Mayor, usually by resolution, or policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal appointment files, GRS-1010.

**AUTHORIZED:** 12-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25063

3

**TITLE:** Arrest reports

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Arrest records, GRS-2028.

**AUTHORIZED:** 08-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. Initial contact report ( UCA 63G-2-301(2)(g) (2008))

**AGENCY:** Riverdale (Utah)

**SERIES:** 24732

1

**TITLE:** As-built construction plans and specifications

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are the final plans and specifications for approved and constructed municipal buildings.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25027

1

**TITLE:** As-built project drawings

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These as-built drawings document all construction projects including runways, cargo buildings, terminals, hangars, and remodeling projects. They serve as a record of actual construction.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24740

3

**TITLE:** Audit reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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:**

Permanent. Retain until administrative need ends

**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 permanently.

**AGENCY:** Riverdale (Utah)

**SERIES:** 24740

**TITLE:** Audit reports

(continued)

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24741

3

**TITLE:** Bank deposit books

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24742

3

**TITLE:** Bank statements

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24693

3

**TITLE:** Beer license application files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after completion of application and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25064

1

**TITLE:** Bicycle registrations

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These are records relating to the required licensing of all bicycles sold. All cycle dealers are required "to license or arrange to have licensed at time of purchase" all cycles and "to keep records on all cycles sold and to furnish, within thirty days of sale; their respective city police department with the name and address of retailer; year and make of cycle; a general description; frame number; name and address of purchaser". Bicycle registration may be handled by either the fire or police department.

**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.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24843

3

**TITLE:** Bite reports

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical  
**DESCRIPTION:**

This report form documents investigations of dog bites. Copies may be kept by the animal control officer, impound, and the local health department. A dog without rabies vaccination verification will be quarantined for 10 days to guarantee the dog does not have rabies. The report usually includes the case number, information on person bitten, informant's name, information on incident, treatment, animal and investigation.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24843

**TITLE:** Bite reports

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 25040

3

**TITLE:** Board of adjustment case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits as plot plans or elevations.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Board of adjustment case files, GRS-655.

**AUTHORIZED:** 05-17-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25041

3

**TITLE:** Board of adjustment minutes and indexes

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24707

3

**TITLE:** Bond anticipation notes

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are notes used by municipalities pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the municipality, "the bond anticipation notes and the interest on them shall be secured by a pledge of the full faith and credit of the municipality" (UCA 11-14-19.5 (1997)) in "the manner and subject to conditions of the Utah Municipal Bond Act" (UCA 11-14 (1997)).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Bond anticipation notes, GRS-782.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24707

**TITLE:** Bond anticipation notes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24708

3

**TITLE:** Bond issue files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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 permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24713

3

**TITLE:** Bond redemption and instruction certificates

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24709

3

**TITLE:** Bond redemption registers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24710

3

**TITLE:** Bond registration files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24711

1

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

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24698

3

**TITLE:** Budget apportionment records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 fiscal the year and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24659

1

**TITLE:** Budget authorization references files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24699

3

**TITLE:** Budget background records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1) (f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24700

3

**TITLE:** Budget estimates and justification files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1) (f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24701

3

**TITLE:** Budget information files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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)

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24702

3

**TITLE:** Budget message

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 (1997)).

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24705

3

**TITLE:** Budget working files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

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

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24705

**TITLE:** Budget working files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1) (f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24719

1

**TITLE:** Building and grounds maintenance log

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

**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 after completion of repairs and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24864

1

**TITLE:** Building permit files

**DATES:** 1950-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24865

1

**TITLE:** Building permit registers

**DATES:** 1950-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These registers are usually computer printouts, but may include books listing all issued building permits. The register is arranged chronologically and includes the name of the owner, name of contractor, address, date, and general use of building. Prior to 1950, the permit register may be the only record of the issuance of building permit.

**RETENTION:**

Permanent. Retain for 6 year(s)

**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 Office for 6 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24694

3

**TITLE:** Business license files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24694

**TITLE:** Business license files

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24878

3

**TITLE:** Campaign financial disclosure statement files

**DATES:** 1990-

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

**DESCRIPTION:**

These are financial statements required by law to be completed by municipal candidates in accordance with UCA 10-3-208. Each candidate for municipal office is required to report their itemized and total campaign contribution and expenditures at least once within two weeks before the election. The financial report must identify each contribution over \$50, the donor's name, and amount; and for each expenditure, the name of the recipient, and the amount of the expenditure. An ordinance should be adopted by each first and second class city and each third class city having a population of 10,000 or more, establishing campaign finance disclosure requirements for candidates for municipal offices.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Campaign financial disclosure statements, GRS-282.

**AUTHORIZED:** 08-13-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24878

**TITLE:** Campaign financial disclosure statement files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25065

3

**TITLE:** Case reports

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 25065

**TITLE:** Case reports

(continued)

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 24770

1

**TITLE:** Census information files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24695

3

**TITLE:** Certificates of license

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are copies of annual license certificates issued to businesses by a municipality to be displayed in the business per local ordinance.

**RETENTION:**

Retain for 3 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after issuance of certificate and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24743

1

**TITLE:** Check copy files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24744

3

**TITLE:** Check registers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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 7 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24763

3

**TITLE:** Checkbook stubs

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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 4 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25066

3

**TITLE:** Chemical analysis records

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These are records of individuals who have been chemically tested for suspicion of or arrested for driving under the influence of alcohol or drugs. They usually include the chemical analysis reports which show subject, date, case number, time test taken, testing officer, instrument serial number, and test results.

Usually these tests are part of the case file/accident report and are filed by the case number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

**AUTHORIZED:** 11-26-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24779

3

**TITLE:** City histories

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24771

1

**TITLE:** City scrapbooks

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24880

1

**TITLE:** City scrapbooks

**DATES:** 1946-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These books contain a chronological record of the city. They include photographs, newspaper clippings and other items pertaining to the activities, actions, and reactions of citizens.

**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 Office permanently.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24856

1

**TITLE:** Civil case files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

**RETENTION:**

Retain for 10 year(s) after case is closed

**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 10 years after case is closed and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 25067

1

**TITLE:** Civil process records

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These records document civil papers processed and served by the police department. They generally include name of plaintiff(s) and defendant(s), fees paid, addresses, and type of civil paper served (subpoena, warrant, etc). The entries are filed numerically by case number and indexed by name.

**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.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24858

1

**TITLE:** Claim petition files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by name

**DESCRIPTION:**

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 24801

1

**TITLE:** Community development block grant administrative records

**DATES:** 1946-

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

**DESCRIPTION:**

These files document the administration of projects funded under the Community Development Block Grant program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence. Under the federal guidelines, agencies are required "to maintain records in sufficient detail to demonstrate compliance with the provisions" concerning affirmative action, labor and environmental standards (24 CFR 570.611(f) (1993)).

**RETENTION:**

Retain for 3 year(s) after final action

**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 end of grant period and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25043

1

**TITLE:** Community development block grant administrative records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the administration of projects funded under the Community Development Block Grant Program (CDBG). These projects include both direct grants and regrants. The records include the preliminary reports, audits, certificates, maps, and related correspondence.

**RETENTION:**

Retain for 3 year(s) after final action

**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 end of grant period and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24802

1

**TITLE:** Community development block grant application records

**DATES:** 1946-

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

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25044

1

**TITLE:** Community development block grant application records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the application and completion of projects funded under CDBG funds. These projects include both direct grants and regrants. These files include the initial application, and all final reports.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24844

3

**TITLE:** Complaint records

**DATES:** 1960-

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

**DESCRIPTION:**

These are complaints received by animal control officers. They may contain the following information: date, time, initials of person taking complaint; complainant's name, address, telephone number; owner's name, address, animal's license number; and complaint details.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25042

1

**TITLE:** Conditional use permit records and indexes

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence. These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24782

1

**TITLE:** Constitution and bylaws

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

These are the constitution and bylaws of municipal governing/advisory boards. They establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24898

1

**TITLE:** Construction project files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These project files document the actual construction for park development, park renovation, and other recreational facility improvements. They are used for reference while projects are in progress and after completion. They include final drawings of all park/recreational facility development projects of all specifications, as-built construction drawings, and related correspondence. They may also include property acquisition records, including original deeds.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24811

3

**TITLE:** Contract purchasing records

**DATES:** 1946-

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

**DESCRIPTION:**

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after expiration of contract and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24846

3

**TITLE:** Controlled substances euthanasia license records

**DATES:** 1960-

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

**DESCRIPTION:**

These records document the annual registration process required to purchase and dispense controlled substances in accordance with 21 CFR 1301.21. These substances are used for the disposing of unwanted animals. These records must include the license, copy of the application, and related correspondence.

**RETENTION:**

Retain for 5 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after expiration of license and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24847

3

**TITLE:** Controlled substances euthanasia log

**DATES:** 1960-

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

**DESCRIPTION:**

This log documents the amount of controlled substances (e.g. sodium pentobarbital) used and the number of animals destroyed. It must include the date, number, animal type, case number, numbers total, and ending inventory.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after (21 CFR 1304.03(1997) and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24882

3

**TITLE:** Council business files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These files contain copies of documents that Council received as exhibits for regular or special city council meetings. They includes copies of agenda, copies of ordinances and resolutions, special reports, and related correspondence. These files are also known as Council Exhibit Files and Council Agenda Packet Files.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years or until administrative need ends, whichever occurs later and then transfer to State Archives with authority to weed.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24882

**TITLE:** Council business files

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Riverdale (Utah)

**SERIES:** 24778

3

**TITLE:** Council minutes

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24778

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-73 (3) (1977)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24883

3

**TITLE:** Council minutes

**DATES:** 1946-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the Council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of all their testimony; any other information that any member requests be entered into the minutes" in accordance with UCA 52-4-7.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24883

**TITLE:** Council minutes

(continued)

**PRIMARY DESIGNATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY DESIGNATION(S):**

Protected. UCA 93-2-304(32)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24639

1

**TITLE:** Course announcement records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder 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 or obsolete and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24638

1

**TITLE:** Court ordered community service case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These files document participation in court ordered community service projects. A district, circuit, or juvenile court may order the completion of a specific number of hours of community service in lieu of a jail term or payment of a fine. The files include an introduction form from the court which contains name, number of hours of community service ordered to perform, by what date, and any expectations; a copy of the court order; and a time sheet showing how many hours have been completed. The court having jurisdiction of the case retains the record copy of these records.

**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 completion of community service and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24638

**TITLE:** Court ordered community service case files

(continued)

**SECONDARY DESIGNATION(S):**

Exempt. Rule 4-202.03(10) (2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 26078

1

**TITLE:** Court summons

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name thereunder numeric by case number.

**DESCRIPTION:**

This is a call for citizens to appear in court for criminal offenses. After summons are served the original is returned to the court. A log is sometimes kept indicating when summons was served (date and time), name of person served, and reason for being served.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26079

3

**TITLE:** Crime analysis files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by activity.

**DESCRIPTION:**

These files were created to anticipate, prevent, or monitor possible criminal activity. They include crime patterns, analyses of particular crimes, crime reports, information on potential problems and forecasts.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Crime analyses files, GRS-326.

**AUTHORIZED:** 05-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26080

1

**TITLE:** Criminal history dissemination log

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These logs document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. They include release date, state identification or FBI number. They are created and maintained pursuant to Federal Regulations under 28 CFR, Part 20, Subpart C (1992) and state regulations under UCA 53-5-214 (1997).

**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.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26082

3

**TITLE:** Daily activity report

**DATES:** 1946-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

This is a report of daily activity per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date, case number, case type, but may also show officer's name, shift, vehicle number, total hours on and off duty, administrative time, and investigative time.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule First responder activity records, GRS-2025.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24745

3

**TITLE:** Daily cash reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24720

3

**TITLE:** Daily vehicle report

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver'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 Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24721

1

**TITLE:** Daily work log

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24658

3

**TITLE:** Deductions and other earnings register

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24884

3

**TITLE:** Deeds files

**DATES:** 1946-

**ARRANGEMENT:** Chronological by date, thereunder alphabetical

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24866

1

**TITLE:** Demolition case files

**DATES:** 1950-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These case files document municipal ordered and privately initiated demolitions of substandard and/or hazardous buildings. They are used for research and litigation purposes. They are usually arranged by address.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24746

3

**TITLE:** Deposit slips

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24823

3

**TITLE:** Disaster planning files

**DATES:** 1990-

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

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24691

1

**TITLE:** Disposition records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24855

3

**TITLE:** Dog license records

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These records document the payment of license fees. They may include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, dog's name, indication if dog was neutered or spayed, license fee, and date paid.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26083

3

**TITLE:** DUI reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice". (UCA 53-3-223(5)(1997)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file. These reports are a three-part state form used for reporting persons arrested for driving under the influence of alcohol (DUI). The original is sent to the Driver's License Division of the Department of Public Safety within "five days after the date of arrest and service of notice" (UCA 53-3-223 (5) (2011)). The report is filed by case number and by arrestee's name, and sometimes is part of the case file.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Dui (driving under the influence) reports, GRS-332.

**AUTHORIZED:** 11-26-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**AGENCY:** Riverdale (Utah)

**SERIES:** 26083

**TITLE:** DUI reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24885

3

**TITLE:** Easement files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They includes the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24886

1

**TITLE:** Election ballots

**DATES:** 2002-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest". If the election is not contested, "after that time, destroy them without opening or examining them".

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after election or until time has expired and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Exempt UCA 20A-4-106 and 20A-4-401(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24887

1

**TITLE:** Election canvasses

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

They are the official canvass of primary, municipal, or special elections. They contain a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, number of votes, and totals.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24897

1

**TITLE:** Election declaration of candidacy

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are formal declarations declaring candidacy for various positions of election as required by law to be completed by municipal candidates for municipal office.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(32)(2008); UCA 52-4-7.5(2)(b)(i)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24888

3

**TITLE:** Election records

**DATES:** 2001-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal election records, GRS-1019.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after the election and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24889

3

**TITLE:** Election returns

**DATES:** 2001-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are books of tabulations counted by the election judges. They serve as the official tally of votes for municipal elections.

**RETENTION:**

Retain for 22 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal election ballots and returns, GRS-1020.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 22 months after the election and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24636

3

**TITLE:** Eligibility register

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological  
**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24635

3

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

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24712

3

**TITLE:** Employee bonds

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1997)).

**RETENTION:**

Retain for 4 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 4 years after expiration of bond and then destroy.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24712

**TITLE:** Employee bonds

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24657

1

**TITLE:** Employee earnings history case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until separation of employee and then placed in personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1) (1977)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24634

3

**TITLE:** Employee history cards

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24634

**TITLE:** Employee history cards

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24633

1

**TITLE:** Employee training case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24632

3

**TITLE:** Employee warning case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**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 after employee completes an acceptable performance and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24631

3

**TITLE:** Employment applications (hired)

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:** 01-26-2023

**FORMAT MANAGEMENT:**

Paper: Retain in Office until transferred to personnel file.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24630

3

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

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24687

3

**TITLE:** Employment eligibility records (I-9)

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**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)

**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 1 year after date of termination and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24867

1

**TITLE:** Enforcement case files

**DATES:** 1950-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

**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.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25028

1

**TITLE:** Engineering project files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are project files for all construction. They are used to monitor compliance of local, state and federal regulations. They include engineer's project notes, inspection reports, construction progress reports, a record of payment, drawings, project location numbers, details of project, cost of construction, requests for money to be spent, agreements, and related correspondence.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24603

1

**TITLE:** Equal employment opportunity case files

**DATES:** 1946-

**ARRANGEMENT:** Chronological, thereunder alphabetical by category

**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.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24672

1

**TITLE:** Equal employment opportunity discrimination complaint case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24670

1

**TITLE:** Equal employment opportunity reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24669

1

**TITLE:** Equal employment opportunity statistic files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

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

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24671

1

**TITLE:** Equal opportunity program files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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:**

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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24690

3

**TITLE:** Equipment inventory files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

**RETENTION:**

Retain for 1 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being reconciled with subsequent inventories and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24722

1

**TITLE:** Equipment maintenance and repair records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26084

3

**TITLE:** Evidence disposition records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

**AUTHORIZED:** 01-22-2024

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Records if disclosed would deprive a person to a fair trial or impartial hearing

**AGENCY:** Riverdale (Utah)

**SERIES:** 26085

3

**TITLE:** Evidence log

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Crime analyses files, GRS-326.

**AUTHORIZED:** 05-18-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Records if disclosed would jeopardize the security of governmental property programs or recordkeeping systems.

**AGENCY:** Riverdale (Utah)

**SERIES:** 24774

3

**TITLE:** Executive correspondence

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

These are records which are not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24668

3

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

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24668

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

(continued)

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24777

3

**TITLE:** Feasibility studies

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24777

**TITLE:** Feasibility studies

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (11) (22)(1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 26086

3

**TITLE:** Felony investigation case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name, there under numerical by case number.

**DESCRIPTION:**

These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Retain for 5 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Misdemeanor and felony investigation files, GRS-2023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 26086

**TITLE:** Felony investigation case files

(continued)

**PRIMARY DESIGNATION:**

Protected

Records if disclosed would deprive a person to a fair trial or impartial hearing

**AGENCY:** Riverdale (Utah)

**SERIES:** 24714

3

**TITLE:** Fidelity bonds

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 (1997)).

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26088

1

**TITLE:** Field interrogation reports

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name, thereunder numerical by case number.

**DESCRIPTION:**

This is a limited informational report filled out by the police officer. The report contains information on suspicious persons questioned. It includes descriptions of individual and vehicle, time and place of contact, and reason for suspicion.

**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 or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected                      Records if disclosed would deprive a person of a fair trial or impartial hearing

**AGENCY:** Riverdale (Utah)

**SERIES:** 26090

1

**TITLE:** Firearm qualification records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

**RETENTION:**

Retain for 2 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 2 years after separation or termination of employee and then destroy.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Private To support personnel evaluation or promotion actions

**AGENCY:** Riverdale (Utah)

**SERIES:** 26091

3

**TITLE:** Firearms disposal records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Firearms disposal records, GRS-1080.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Records if disclosed would jeopardize the security of governmental property programs or record keeping systems

**AGENCY:** Riverdale (Utah)

**SERIES:** 26092

3

**TITLE:** Firearms inventory cards

**DATES:** 1960-

**ARRANGEMENT:** Numerical by code.

**DESCRIPTION:**

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

**RETENTION:**

Retain for 2 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Firearms inventory cards, GRS-1081.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after disposal of firearms and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected Records if disclosed would jeopardize the security of governmental property or record keeping systems

**AGENCY:** Riverdale (Utah)

**SERIES:** 24689

3

**TITLE:** Fixed asset lists

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24656

3

**TITLE:** Flextime attendance records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1) (f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24859

3

**TITLE:** Formal legal opinions

**DATES:** 1970-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24764

1

**TITLE:** Freight records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the receipt of freight. They include export certificates, transit certificates, record books, memorandum copies of government or commercial bills of lading, shortage and demurrage reports, and all supporting documents.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24723

1

**TITLE:** Fuel records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24655

3

**TITLE:** Garnishment records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24724

3

**TITLE:** Gasoline sales tickets

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fuel records, GRS-112.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24747

3

**TITLE:** General ledgers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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:**

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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24715

1

**TITLE:** General obligation bonds

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 11-14-19 (1997)).

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 29325

1

**TITLE:** General plan

**DATES:** 2001-

**ARRANGEMENT:** none

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**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.

**AGENCY:** Riverdale (Utah)

**SERIES:** 29325

**TITLE:** General plan

(continued)

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24788

3

**TITLE:** Government Records Access & Management Act (GRAMA) access request

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24788

**TITLE:** Government Records Access & Management Act (GRAMA) access request

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24775

3

**TITLE:** Grant files original applications

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24667

3

**TITLE:** Grievance and disciplinary files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private unsubstantiated

**AGENCY:** Riverdale (Utah)

**SERIES:** 24667

**TITLE:** Grievance and disciplinary files

(continued)

**SECONDARY DESIGNATION(S):**

Public. substantiated (UCA 63G-2-301 (2) (o) (1977))

**AGENCY:** Riverdale (Utah)

**SERIES:** 24890

1

**TITLE:** Hearings files

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain information documenting hearings requested by the public for various reasons including the denial and revocation of various licenses (businesses, liquor, taxi licenses) or special hearings called by the mayor or city council. Files contain copies of transcribed minutes, related correspondence, copies of applications, reports and agenda.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26093

3

**TITLE:** Homicide and theft of public funds case files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name, there under numerical by case number.

**DESCRIPTION:**

These case files are created as a result of a homicide complaint or investigation by the police department. They are the central case file for all homicides (and other cases without a statute of limitations) handled by the agency. These files may include the investigative reports, copies of warrants, photographs, correspondence, latent fingerprints, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**RETENTION:**

Permanent. Retain for 65 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Homicide, violent felonies and sex crime investigation files, GRS-2024.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 55 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

**AGENCY:** Riverdale (Utah)

**SERIES:** 26093

**TITLE:** Homicide and theft of public funds case files

(continued)

**PRIMARY DESIGNATION:**

Protected

Records if disclosed would jeopardize the security of governmental property programs or records keeping systems

**AGENCY:** Riverdale (Utah)

**SERIES:** 24772

3

**TITLE:** Housekeeping files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26094

1

**TITLE:** Impounded vehicle reports

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These reports document motor vehicles impounded by the police department. Vehicles may be impounded for various reasons but usually when property or sales taxes are not paid. The State Tax Commission form includes the impound date, the make and model, year, color, identification number, tag number, and condition of the impounded vehicle; the name and address of owner (if known); reasons for impounding, date and time vehicle impounded; vehicle accessories; description of any visible damage; any necessary remarks; officer's signature; agency name; and case number. A vehicle inventory form may also be maintained which contains essentially the same information. The record copy is sent to the Division of Motor Vehicles and is retained for 5 years. A copy of the report is usually part of a case file.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 26094

**TITLE:** Impounded vehicle reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24654

3

**TITLE:** Income tax exemption and withholding records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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) after separation

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24653

3

**TITLE:** Individual authorized allotments case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

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

**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 Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded or until 3 years after separation of employee and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24860

3

**TITLE:** Informal legal opinions

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are the informal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Legal counsel records, GRS-1721.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends. and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26095

3

**TITLE:** Initial contact reports

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These are the initial written or recorded reports that are made by police officers describing actions initially taken in response to a complaint or the discovery of an apparent violation of law. The reports may contain "the dates, time, location, and nature of the complaint, the incident, or offense; names of victims; the nature or general scope of the agency's initial actions taken in response to the incident; the general nature of any injuries or estimate of damages sustained in the incident; the name, address, and other identifying information about any person arrested or charged in connection with the incident; or the identity of the public safety personnel (except undercover personnel) or prosecuting attorney involved in responding to the initial incident". (UCA 63-2-103(12)(a). These reports do not include follow-up or investigative reports prepared after this initial report.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Initial contact incident reports, GRS-1107.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 26095

**TITLE:** Initial contact reports

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301(2)(g)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24733

3

**TITLE:** Insurance adjusters' estimates

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are insurance adjusters' reports on repair estimates for municipal vehicles.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24652

3

**TITLE:** Insurance deduction records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24824

3

**TITLE:** Insurance policy files

**DATES:** 1990-

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

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION:**

Retain for 15 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 15 years after expiration of policy and settlement of all claims and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24825

1

**TITLE:** Insurance reports

**DATES:** 1990-

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

**DESCRIPTION:**

These reports are used for the reference and generation of claim files.

**RETENTION:**

Retain for 12 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 12 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24748

3

**TITLE:** Interdepartmental billings

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

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

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26096

1

**TITLE:** Internal affairs summary report

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

This is a statistical report on all internal investigations of the police officers' and office staff. It is used to summarize the activities of the internal affairs section. The report includes a listing of all investigations of officer misconduct and the results of such investigations. This report does not necessarily identify the names of specific offenses.

**RETENTION:**

Permanent. Retain for 55 year(s)

**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 Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26097

1

**TITLE:** Internal affairs unsubstantiated case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These files contain records relating to the internal affairs of the police department. These cases involve investigations of alleged officer misconduct including all records relating to the initiation, investigation, and disposition of each case. These cases were proved to have no substance. Substantial cases are handled like any other criminal investigation and files become part of investigative case files (misdemeanor, felony, homicide).

**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.

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Protected                      Records if disclosed would jeopardize the life or safety of an individual

**AGENCY:** Riverdale (Utah)

**SERIES:** 24789

3

**TITLE:** Internal committee records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24666

3

**TITLE:** Interview records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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 2 years after hiring decision is made and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24749

3

**TITLE:** Investment accounting daily sheets

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24765

1

**TITLE:** Investment accounting monthly reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24750

1

**TITLE:** Investment registers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24686

1

**TITLE:** Invoices

**DATES:** 1970-

**ARRANGEMENT:** Alphabetic

**DESCRIPTION:**

These records document the procurement of goods and services for the municipality. They usually include the date, number of items received, description 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.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24664

1

**TITLE:** Labor-management relations files

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24891

3

**TITLE:** Lease files

**DATES:** 1998-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to property during the term of the lease), as well as any options to renew.

**RETENTION:**

Retain for 7 year(s) after expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24891

**TITLE:** Lease files

(continued)

**PRIMARY DESIGNATION:**

Public

UCA 63G-2-301(2) (2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24812

3

**TITLE:** Leasing contract files

**DATES:** 1970-

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

**DESCRIPTION:**

These records document building or equipment leasing contracts between the municipality and a private vendor or other governmental agency. They include the actual lease and other related records documenting the agreement.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24651

3

**TITLE:** Leave adjustment reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24650

3

**TITLE:** Leave applications

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24649

3

**TITLE:** Leave data records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

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

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24826

1

**TITLE:** Liability risk management case files

**DATES:** 1980-

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

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain for 20 year(s) after case is closed

**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 20 years after case is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24696

1

**TITLE:** License registers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24827

1

**TITLE:** Loss control inspection reports

**DATES:** 1980-

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

**DESCRIPTION:**

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings, or on their grounds. If the agency completes this report, they can get a 15% discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

**RETENTION:**

Retain for 12 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 12 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(24)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24899

1

**TITLE:** Maintenance complaints

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain a record of complaints or requests received from the general public concerning municipal parks or recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person, type of request; and comments of foreman handling request.

**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 after resolution of complaint and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24829

3

**TITLE:** Medical and dental insurance claim files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

These files contain medical and dental claims submitted by municipal employees. They are used to track medical and dental claims, and cost analysis of insurance programs.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Medical and dental insurance claim files, GRS-946.

**AUTHORIZED:** 11-01-2011

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24799

3

**TITLE:** Meeting minute tape recordings

**DATES:** 1946-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are used to create the official minutes. UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

**RETENTION:**

Retain for 3 year(s) after approval of minutes

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Audio cassettes: Retain in Office for 3 years after approval of official minutes and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24799

**TITLE:** Meeting minute tape recordings

(continued)

**PRIMARY DESIGNATION:**

Public UCA 63G-2-301(1)(e)(1977)

**SECONDARY DESIGNATION(S):**

Protected. UCA63G-2-305(32)(1977); UCA 52-4-7.5(2)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24663

3

**TITLE:** Merit employee performance related records

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24734

1

**TITLE:** Mileage certificates

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each municipally purchased vehicle.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24871

3

**TITLE:** Minutes of the Board of Appeals

**DATES:** 1950-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject.

**DESCRIPTION:**

These are the minutes of the proceedings of regular and special meetings of the Board of Appeals. The Board is entrusted with the right to waive requirements of the building code. They are used in the determination of alternate methods or interpretations of the Uniform Building Code.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24828

3

**TITLE:** Minutes of the Board of Equalization and Review

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological by year.

**DESCRIPTION:**

These are minutes of the Board of Equalization of Review. Before an assessment is levied, an assessment list shall be prepared designating each parcel of property proposed to be assessed and the amount of the assessment apportioned to the property. Upon completion of the assessment list, the governing body shall appoint a board consisting of three or more of the members of the municipality, consisting of the municipal recorder or a designee, the municipal attorney or a designee. At each hearing, the board shall hear arguments from any person who believes to be aggrieved, including arguments relating to the benefits accruing to any tract, block, lot, or parcel of property in the district or relating to the amount of the proposed assessment against that track, block, lot, or parcel. The findings of the report are reviewed and approved by the governing body of the municipality.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24828

**TITLE:** Minutes of the Board of Equalization and Review

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24861

1

**TITLE:** Misdemeanor case files

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed. However, our court disposes of all paperwork immediately following sentencing.

**RETENTION:**

Retain for 7 year(s) after case is closed

**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 7 years after case is closed and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 26098

3

**TITLE:** Misdemeanor case files

**DATES:** 1970-

**ARRANGEMENT:** Numerical by case number.

**DESCRIPTION:**

These case files are created as a result of misdemeanor complaints and investigations by the police department. They are the central case files for all cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, warrant copies, photographs, correspondence, court orders, court dispositions, officers' notes, pertinent laboratory tests, copies of booking sheets and arrest reports.

**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 Misdemeanor and felony investigation files, GRS-2023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

These records have legal value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 26098

**TITLE:** Misdemeanor case files

(continued)

**PRIMARY DESIGNATION:**

Protected

Records if disclosed would jeopardize the security of governmental property programs or record keeping systems

**AGENCY:** Riverdale (Utah)

**SERIES:** 26099

3

**TITLE:** Mug shots

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical by name, there under numerical by case number.

**DESCRIPTION:**

These files contain photographs and negatives of persons arrested. They are used to aid in the identification and apprehension of suspects in criminal investigations. The photograph is stamped with the case number or a departmental number and date picture was taken. These files may also include driver license photos.

**RETENTION:**

Permanent. Retain for 75 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Mug shot records, GRS-2029.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 55 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

Disposition based on the historical value of these records for both genealogical and potential criminology research.

**AGENCY:** Riverdale (Utah)

**SERIES:** 24662

3

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

**DATES:** 1970-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 through 10-3-1312 (1997) (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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24662

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

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24716

3

**TITLE:** Municipal revenue bonds

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-17 (1997)).

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal revenue bonds, GRS-791.

**AUTHORIZED:** 11-01-1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after being paid or cancelled and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25045

1

**TITLE:** Nonconforming use certificate records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

The records pertain to the nonconforming use certificates that are issued if it is verified that a particular use has remained in effect upon the change of zoning regulations for the particular property. Changes or expansions of nonconforming uses may require approval by the Planning Commission. The records include site plan, verification records regarding original and current use, nonconforming use certificate, and records of any expansion or changes requested with Planning Commission decision regarding such.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24872

1

**TITLE:** Nonresidential building plans

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, or apartment structures. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**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 7 years and then destroy provided must contact the Archives before destruction of any building.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Exempt. UCA 63G-2-103(18)(b)(iii)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24792

1

**TITLE:** Notary bond files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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) after final action

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24717

3

**TITLE:** Notary bonds

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (1997)).

**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 Municipal notary bonds, GRS-792.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after expiration of bond and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (application form)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24832

3

**TITLE:** Notices of intention

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by category, thereunder by subject

**DESCRIPTION:**

The City Council shall give "notice of its intention to make the improvements and to levy assessments to pay all or part of the costs of the improvements" before a special improvement district is created.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Notices of intention, GRS-948.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after after final payment made and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24892

3

**TITLE:** Oaths

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain copies of signs oaths required of all officials of municipal offices, whether elected or appointed, before entering the duties of their respective offices.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Oaths of office, GRS-1023.

**AUTHORIZED:** 04-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have historical, and/or legal value(s).  
This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24893

1

**TITLE:** Ordinances

**DATES:** 1946-

**ARRANGEMENT:** Numerical by year

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition. An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of the ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**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 Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24780

3

**TITLE:** Organizational files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the municipality. These files contain organizational charts, reorganizational studies, functional statements, and formally prepared descriptions of the responsibilities assigned to executive officers.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24900

1

**TITLE:** Parks files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24648

3

**TITLE:** Payroll records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24648

**TITLE:** Payroll records

(continued)

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24647

3

**TITLE:** Payroll registers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24647

**TITLE:** Payroll registers

(continued)

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (1) 91977

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24790

3

**TITLE:** Pending files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are records arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.

**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 until reply received or action taken and then incorporate with official files.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24791

3

**TITLE:** Performance audits

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports written and prepared as a result of a performance audit on a municipal entity. These studies are frequently contracted with private consultants. They contain summary documentation on agency programs, operations and productivity.

**RETENTION:**

Permanent. Retain until administrative need ends

**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 permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24703

3

**TITLE:** Periodic budget reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 26077

1

**TITLE:** Permits and certification Files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These files contain permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and other reports, correspondence, or other documentation bearing directly on the application for the issuance or the renewal of the permit or certification.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24684

3

**TITLE:** Personnel files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 01-26-2023

**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:** Riverdale (Utah)

**SERIES:** 24684

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24683

3

**TITLE:** Personnel requisition and analysis files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These forms are used by municipal departments to fill vacant positions and to request new positions. The forms include position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting department, whether municipal employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of department head or elected official).

**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).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24683

**TITLE:** Personnel requisition and analysis files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24894

1

**TITLE:** Petitions

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical  
**DESCRIPTION:**

These files contain formal written petitions from citizens or municipal departments. Petitions state the issue of concern and list names and signatures of citizens requesting a particular action.

**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 after issue resolved or final decision is made and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25046

1

**TITLE:** Planned unit development case files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These case files document the creation of Planned Unit Developments within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 25046

**TITLE:** Planned unit development case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25054

3

**TITLE:** Planning commission minutes

**DATES:** 1946 -

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are minutes of meetings and hearings held by the Planning Commission.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25055

1

**TITLE:** Planning study reports

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These are research based reports completed in-house or by outside consultants on a specific planning problem or condition. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (i.e., housing needs, transportation, geologic concerns). These reports may include recommendations and may be an extension of the master plan.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24781

3

**TITLE:** Policies and procedures manuals

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24781

**TITLE:** Policies and procedures manuals

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (11),(12) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24680

3

**TITLE:** Pre-employment health records

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These health records document pre-employment physicals for municipal positions which provide the baseline health data on municipal employees who qualified for the specific positions, particularly for police department and fire department positions. These records are used to limit liability in deployment of workers, to establish the health status of potential workers, and to limit the effect of occupational related diseases and conditions that might limit an employee's ability to perform assigned duties. These records include chest and back x-rays, hypertension screenings, blood series, and medical histories.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24680

**TITLE:** Pre-employment health records

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24679

3

**TITLE:** Pre-employment tests

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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 and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private. Name and score

**AGENCY:** Riverdale (Utah)

**SERIES:** 24813

3

**TITLE:** Professional services agreement records

**DATES:** 1970-

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

**DESCRIPTION:**

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24678

3

**TITLE:** Promotional tests

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Promotional tests, GRS-923.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected

**SECONDARY DESIGNATION(S):**

Private. Name and score

**AGENCY:** Riverdale (Utah)

**SERIES:** 24895

1

**TITLE:** Proof of publication records

**DATES:** 1996-

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

**DESCRIPTION:**

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24835

3

**TITLE:** Protest files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by category

**DESCRIPTION:**

These are written protests by owners of property to be assessed in a special improvement district. The governing body hears protests and approves changes or cancels districts.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Protest files, GRS-949.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Administrative, Legal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24873

1

**TITLE:** Public buildings building plans

**DATES:** 1960-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24805

3

**TITLE:** Public relations files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24804

3

**TITLE:** Public release files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24803

3

**TITLE:** Publications

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24814

1

**TITLE:** Purchase orders

**DATES:** 1970-

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

**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.

**APPRAISAL:**

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

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24815

1

**TITLE:** Purchase requisition files

**DATES:** 1970-

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

**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.

**APPRAISAL:**

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

Fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24677

3

**TITLE:** Quarterly wage list reports

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24677

**TITLE:** Quarterly wage list reports

(continued)

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24816

3

**TITLE:** Real estate acquisition files

**DATES:** 1970-

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

**DESCRIPTION:**

These records document the purchase of real property by the municipality. They include the contract and related correspondence.

**RETENTION:**

Retain for 7 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after unconditional sale of property and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(8) (2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24751

3

**TITLE:** Receipt books

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

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

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24793

3

**TITLE:** Records transfer sheets

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the listings of municipal agency records transferred to the State or a municipal records center. The information may include records series number, agency name and address, records officer's name and signature, chief administrative officer's name, records series title and inclusive dates, classification information, accession number, agency box number, description of box contents, and records center box location.

**RETENTION:**

Retain for 5 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

**AUTHORIZED:** 02-19-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after records are destroyed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Riverdale (Utah)

**SERIES:** 24793

**TITLE:** Records transfer sheets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25029

1

**TITLE:** Recreation program files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for feed paid. They also include an accounting of participants and receipt numbers.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25030

1

**TITLE:** Recreational activity release records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This form is completed by individuals participating in municipal recreational activities. It is used to verify that participants have released all rights and claims for possible injuries in municipal recreational activities. They include individual's name, team name, sport, date, medical insurance company, and signature.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25031

1

**TITLE:** Recreational equipment records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document recreational equipment and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

**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 equipment is returned and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25032

1

**TITLE:** Recreational facility files

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files document each municipal recreational facility. They are used to maintain a record of construction and renovation projects in each facility for historical and informational purposes. They may include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual facilities, safety reports and photographs.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25033

1

**TITLE:** Recreational facility maps

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24676

3

**TITLE:** Recruitment files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24752

3

**TITLE:** Refund request

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a form signed by the customer which requests a refund of monies paid to the agency.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25034

1

**TITLE:** Registration records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date (s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24706

3

**TITLE:** Regular budget reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24817

3

**TITLE:** Requests for proposals

**DATES:** 1970-

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

**DESCRIPTION:**

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal, the proposal, advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years after decision and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25035

1

**TITLE:** Reservation records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities. The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24874

1

**TITLE:** Residential building plans

**DATES:** 2001-

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

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

**RETENTION:**

Retain for 1 year(s) after end of project or program

**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 completion of construction and final inspection and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24874

**TITLE:** Residential building plans

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(36)(2008)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24896

1

**TITLE:** Resolutions

**DATES:** 1946-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the City Council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property.

**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 Office permanently.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24646

3

**TITLE:** Retirement benefits assistance case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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 Payroll processing records, GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1)(b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24645

3

**TITLE:** Retirement records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 25056

1

**TITLE:** Rezoning records and indexes

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of City Council minutes.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24862

1

**TITLE:** Routine lawsuit case files

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are case files for routine lawsuits filed by the City and those filed against the City. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorney's notes.

**RETENTION:**

Retain for 7 year(s) after case is closed

**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 7 years after case is closed and then destroy.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 24675

3

**TITLE:** Salary surveys

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Riverdale (Utah)

**SERIES:** 24753

3

**TITLE:** Sales and use return forms (TC-71)

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24725

1

**TITLE:** Service requests

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

**RETENTION:**

Retain for 6 month(s) 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 6 months after maintenance is completed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24863

1

**TITLE:** Significant lawsuit case files

**DATES:** 1980-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by subject

**DESCRIPTION:**

These are case files for significant lawsuits filed by the City and those filed against the City. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorney's notes.

**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 Office permanently.

**APPRAISAL:**

These records have legal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**AGENCY:** Riverdale (Utah)

**SERIES:** 25057

1

**TITLE:** Site review planning records

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These files document the regulatory review and approval of commercial and industrial site plans by various municipal departments. They contain an application of approvals, staff investigative reports and recommendations, cash receipts, site plans, and related correspondence.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24735

1

**TITLE:** Space utilization reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports on the amount of floor space in municipal buildings. They are used for planning purposes. The report includes number of rooms, square footage per room, and room capacity.

**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 or obsolete and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24837

3

**TITLE:** Special assessment books

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special assessment books, GRS-950.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24838

1

**TITLE:** Special assessment ledgers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

**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 after final payment and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24839

1

**TITLE:** Special assessment statements

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These statements are a validation of when taxes are paid. One copy is sent to the taxpayer and a copy is retained by the treasurer. They are used as a record of payments on the assessment and for audit purposes. The statements include name and addresses, treasurer's receipt number, block and lot numbers.

**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 after final payment and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24718

3

**TITLE:** Special improvement bonds

**DATES:** 19446-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment (UCA 17A-3-328 (1997)).

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Municipal special improvement bonds, GRS-793.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until paid or cancelled (UCA 11-14-14(2c)(1977) and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24840

3

**TITLE:** Special tax refund books

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These books are used to record the payment of refunds for the overpayment of special taxes. They contain the name of special tax project, extension number, page number, owner, lot number, block number, plat or subdivision, number of front feet, refund per feet, date refunded and amount, total abatement refunds, revenue, and surplus for project.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special tax refund books, GRS-953.

**AUTHORIZED:** 03-01-1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25036

1

**TITLE:** Sports Teams Records

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These records document the sponsorship of adult and/or youth team sport activities. They include information on teams, participants, and sponsors; regular play schedules; and tournament schedules.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24754

3

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

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (1997). These statements are required by law (UCA 51-7-9 (1997)). 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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25058

1

**TITLE:** Street/alley vacating records

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These records pertain to the removal of a portion of the public right-of-way and deeding the property to the adjacent property owners. The records may include copies of petitions, investigative reports by city staff, Planning Commission minutes, the reports from Planning Commission to City Council. City Council minutes, ordinances, and legal description.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25059

1

**TITLE:** Subdivision review case files

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24755

3

**TITLE:** Subsidiary ledger and journals files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24818

3

**TITLE:** Successful bid proposal files

**DATES:** 1970-

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

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24674

1

**TITLE:** Summer youth program files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical,thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 25037

1

**TITLE:** Supervisor's daily/weekly reports

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24688

1

**TITLE:** Surplus property case files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the sale of surplus municipal property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

**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 after after final payment and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24785

1

**TITLE:** System studies final reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

**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 Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24800

3

**TITLE:** System studies supporting files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, and related documentation used for the creation of the final report.

**RETENTION:**

Retain for 1 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 Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24819

1

**TITLE:** Tax exemption records

**DATES:** 1970-

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

**DESCRIPTION:**

These records document the municipality's sales tax exemption for specific purchases. They include tax exemption certificates and related records.

**RETENTION:**

Retain for 3 year(s) after final action

**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 period covered by related account and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24644

3

**TITLE:** Taxable wage earning reports

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24786

1

**TITLE:** Technical reference files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain until administrative need ends

**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 administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24794

3

**TITLE:** Telephone message register

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

**RETENTION:**

Retain for 6 month(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

**AUTHORIZED:** 03-09-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d)(1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24795

3

**TITLE:** Telephone messages

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are the actual incoming telephone messages received by a municipal office. They normally include date, time, name of person receiving and leaving message, and action request (e.g., return call, etc.).

**RETENTION:**

Retain until administrative need ends

**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 until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24673

1

**TITLE:** Temporary employees personnel files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24704

3

**TITLE:** Tentive budget files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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) (1997)).

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24643

3

**TITLE:** Time sheets

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (1) (f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24796

3

**TITLE:** Transitory correspondence

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are cover letters or other records attached to publications or other municipal information sent from municipal offices. They normally only indicate that information is being transmitted per request and provide no additional information.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

**AUTHORIZED:** 11-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24757

1

**TITLE:** Travel-private vehicle usage files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1)(f)(1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24756

1

**TITLE:** Travel/passenger reimbursement files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1) (f) (1977

**AGENCY:** Riverdale (Utah)

**SERIES:** 24767

1

**TITLE:** Unclaimed checks/warrants

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 State Treasurer, unclaimed property.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1) (f)(1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24820

3

**TITLE:** Unsuccessful bids and proposals files

**DATES:** 1970-

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

**DESCRIPTION:**

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

**AUTHORIZED:** 12-21-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24797

1

**TITLE:** Unsuccessful grant application files

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files document the rejection or withdrawal of grant applications. They include memoranda, correspondence, and other records relating to the decision to reject the grant proposal.

**RETENTION:**

Retain for 3 year(s) after final action

**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 rejection of withdrawal and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24726

1

**TITLE:** Vehicle assignment records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24727

3

**TITLE:** Vehicle maintenance records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION:**

Retain for 3 year(s) after disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24728

1

**TITLE:** Vehicle registration certificates

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These motor vehicle registration forms document municipal ownership of vehicle.

**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 vehicle is transferred or sold and then transfer with vehicle.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24821

1

**TITLE:** Vendor list

**DATES:** 1990-

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

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**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 updated or superseded and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24822

1

**TITLE:** Vouchers

**DATES:** 1990-

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

**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.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24642

1

**TITLE:** Wage survey records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24758

3

**TITLE:** Warrant register

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24760

3

**TITLE:** Warrant request-cancelled

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is the manual documentation method of imputting data about cancelled 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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f)(1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24759

3

**TITLE:** Warrant requests

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are requests from municipal agencies to the municipal treasurer or finance director 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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 63G-2-302(1)(f) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24762

3

**TITLE:** Warrant/check-lost

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is legal documentation explaining and justifying a lost warrant.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(g) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24761

3

**TITLE:** Warrant/checks-redeemed

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are actual warrants or checks cut from a warrant request. "In the event the city is without funds on deposit in one of its appropriate bank accounts with which to pay any lawfully approved claim, the city auditor or recorder shall draw and sign a warrant upon the treasurer of the city for payment of the claim, the warrant to be tendered to the payee named thereon" (UCA 10-6-140 (1997)).

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24761

**TITLE:** Warrant/checks-redeemed

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1) (g) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24729

1

**TITLE:** Work order log

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24730

1

**TITLE:** Work orders

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 24641

3

**TITLE:** Workers' compensation claim case files

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical, thereunder chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9). A report is filed with the Utah Industrial Commission.

**RETENTION:**

Retain for 75 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 75 years after final settlement and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Riverdale (Utah)

**SERIES:** 24641

**TITLE:** Workers' compensation claim case files

(continued)

**SECONDARY DESIGNATION(S):**

Public. 63G-2-301 (1) (b) (1977)

**AGENCY:** Riverdale (Utah)

**SERIES:** 24798

3

**TITLE:** Working papers

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

**RETENTION:**

Retain for 5 year(s) after end of project or program

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25060

1

**TITLE:** Zoning maps

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purpose and are frequently updated.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Riverdale (Utah)

**SERIES:** 25061

1

**TITLE:** Zoning ordinances

**DATES:** 1946 -

**ARRANGEMENT:** Alphabetical by year

**DESCRIPTION:**

These "land use and development" ordinance provide standards for development for "land use and development" within the municipality. They have been approved by both the Planning Commission and the City Council.

**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 Office permanently.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public