

## Retention and Classification Report

**Agency:** Salt Lake County (Utah). County Auditor (916)

Salt Lake County Government Center  
2001 South State #N3300  
Salt Lake City, UT 84190

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

18717	Assessed valuation taxes reports and information
25453	Board of Equalization parcel action files (AT-006)
29448	Budget
13309	Due bills
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13310	Monthly motor vehicle collection reports
13308	Payroll records
13311	Salary appointment cards

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 18717

3

**TITLE:** Assessed valuation taxes reports and information

**DATES:** 1983-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

Computer printouts showing preliminary assessments: valuation and market on real parcels, greenbelt, buildings, etc. Also gives appraiser number, appeal number, etc.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 25453

1

**TITLE:** Board of Equalization parcel action files (AT-006)

**DATES:** 1978-

**ARRANGEMENT:** Chronological, thereunder numerical by parcel number

**ANNUAL ACCUMULATION:** 100.00 cubic feet.

**DESCRIPTION:**

These records document the property tax appeals brought before the Board of Equalization regarding residential and commercial property taxes. The information is collected and provided to citizens to allow the appeal of property tax valuations. They also contain records on appeal to the State Tax Commission. These records include the final decision, recommended value statements, conference/hearing records, Board of Equalization worksheets, appeal applications, tax property printouts, related correspondence, and other supporting documentation.

**RETENTION:**

Permanent. Retain for 15 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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 14 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

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

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

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 25453

**TITLE:** Board of Equalization parcel action files (AT-006)

(continued)

**APPRAISAL:**

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

This disposition based on value of these records as documentation of the Board's activities and functions with detail important for property tax appeals.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 29448

3

**TITLE:** Budget

**DATES:** 2015-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

**RETENTION:**

Retain until administrative need ends

**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:**

**APPRAISAL:**

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

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13309

3

**TITLE:** Due bills

**DATES:** 1979-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Information showing monies paid to the county: copies of incoming checks, monthly reports of cash receipts, invoices, taxes due, amounts collected in court settlements, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13312

3

**TITLE:** Fixed personal property records

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13310

3

**TITLE:** Monthly motor vehicle collection reports

**DATES:** undated

**ARRANGEMENT:** none

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**



**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13308

3

**TITLE:** Payroll records

**DATES:** 1915-

**ARRANGEMENT:** Alphabetical by employee's name

**DESCRIPTION:**

These files are an accumulative salary history for individual county employees. They contain the name and address of 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:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13308

**TITLE:** Payroll records

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Salt Lake County (Utah). County Auditor

**SERIES:** 13311

3

**TITLE:** Salary appointment cards

**DATES:** undated

**ARRANGEMENT:** alphabetical

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**