

Retention and Classification Report

Agency: Salt Lake City (Utah). City Auditor (1003)

,

Records Officer: _____

04899	Annual financial reports
20085	Outside businesses and agencies final audit reports

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

1

TITLE: Annual financial reports

DATES: 1914-

ARRANGEMENT: Chronological

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 State Archives permanently with authority to weed.

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

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

APPRAISAL:

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

This disposition is based on the value of these records in documenting the city's financial results and activities.

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 4899

TITLE: Annual financial reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

3

TITLE: Outside businesses and agencies final audit reports

DATES: 1992-

ARRANGEMENT: Alphabetical by business name

DESCRIPTION:

These are financial audits performed on businesses and agencies that conduct business with and within Salt Lake City (i.e., utilities, car rentals, hotels, motels, restaurants) and who pay taxes and revenue to Salt Lake City.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years or until imaged and then transfer to State Archives with authority to weed.

Optical disks: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Salt Lake City (Utah). City Auditor

SERIES: 20085

TITLE: Outside businesses and agencies final audit reports

(continued)

PRIMARY DESIGNATION:

Public