

## Retention and Classification Report

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

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

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**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:** 24917

3

**TITLE:** Appropriation budget

**DATES:** 1928-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

'Estimating the anticipated revenues and providing for the support of the government of the Salt Lake City Corporation,' this series contains the report produced annually by the Board of Estimate and Apportionment, which included the City Auditor. The intent of the report was to estimate the amount of monies needed to fund various city departments and programs for the coming year. Sections include an index, letter of transmittal, the actual tables of figures (often with budget numbers for each program), followed by a certification by the City Recorder.

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83294

3

**TITLE:** Bill register

**DATES:** 1908-1912.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This volume records bills bills charged to the city to be paid by the auditor. It is labeled "1". It contains: date, line number; bill number; from; address; department billed; department number; account; amount of bill; date collected; amount divided by fund account (contingent, irrigation and water supply, water works; streets and sidewalks; miscellaneous, etc.), and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This volume is obsolete and should be destroyed.

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

**SERIES:** 83297

3

**TITLE:** Cash books

**DATES:** 1904-1906.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This volume records the cash payment received by the city auditors. It contains: date (year, month, date); purchase order number; amount; date; name of payer; and credit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This volume is obsolete and should be destroyed. This volume is obsolete and should be destroyed.

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

**SERIES:** 4944

3

**TITLE:** City-county building public safety report

**DATES:** undated.

**ARRANGEMENT:** Alphanumerical

**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 State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 83287

3

**TITLE:** Disbursement journal

**DATES:** 1903-1904.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These two volumes record the municipal expenditures departments. The first volume is labeled "Journal 1" and covers the year 1903-1904. It contains the name of department; year and month; fund (maintenance, furniture equipment, conference travel, and building improvements. The second volume is labeled "Journal E" and is for 1904. It contains: the date; warrant number; amount; purpose; totals; subtotals; and grand totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These volumes are obsolete and should be destroyed in accordance with the general retention schedule for municipal records (9/85).



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

**SERIES:** 4655

3

**TITLE:** Ledger

**DATES:** i 1859-1864.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This ledger shows date of transaction, name, purpose (tax, road tax, license, liquor, etc.) and amount of debit or credit.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have historical value(s).

An early surviving ledger with some detail of city expenditures.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 20086

1

**TITLE:** Outside business or agencies audit working papers

**DATES:** 1992-2016.

**ARRANGEMENT:** Alphabetical by business name

**DESCRIPTION:**

These are the working papers for financial audits performed on businesses or agencies that conduct business with and within Salt Lake City. They are used for reference purposes and to determine how an audit was undertaken. They include spreadsheets, copies of source documents, memoranda, and audit notes.

**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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of next agency audit report and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2016.

**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

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

**SERIES:** 83299

3

**TITLE:** Receipts register

**DATES:** 1899-1907.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These three volumes record receipts issued by the city auditor. The first volume (1899) contains: date (year, month, date); receipt number; payment received from; account; amount; remarks; amount carried forward; and totals. The second volume (1900-1904) contains: date (year, month, date); columns by departments recording collections, fees, amounts; totals and subtotals. The first volume (1904-1907) contains: date (year, month, date); divided by fund totals; and grant totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These volumes are obsolete and should be destroyed.

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

**SERIES:** 9856

3

**TITLE:** Salary assignment correspondence

**DATES:** 1918-1923.

**ARRANGEMENT:** None

**DESCRIPTION:**

This three-ring binder labeled "Orders & Assignments" contains numerous section dividers labeled Engineers, Fire, Health, Inspectors, Janitor, License, Park, Records, Street, Mechanical Insp., Police and Prison, Sextons, Water Works, Paving, Sidewalk, Sewer, Curb & Gutter, Water Main Deposit, and Invoices.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

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

**SERIES:** 83295

3

**TITLE:** Subledger

**DATES:** 1912-1913.

**ARRANGEMENT:** Alphabetical by department name

**DESCRIPTION:**

This is a subsidiary journal and serves as a guide to auditor's ledger. It contains: date (year, month, date), amount of revenue; journal folio; columns indicating fund; and totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This volume is obsolete and should be destroyed.

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

**SERIES:** 5550

3

**TITLE:** Warrant registers

**DATES:** 1891-1893.

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

**DESCRIPTION:**

The auditor's register of warrants records the following information: date, warrant number, name of payee, account name, amount, and remarks.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Records Center for 7 years and then destroy.



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

**SERIES:** 83288

3

**TITLE:** Warrant registers

**DATES:** 1903-1904.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a register of warrants paid by the city auditor. It contains: date; warrant number; name of payee; account number; amount of warrant; total; balances forward; and grand totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This register obsolete and should be destroyed according to the provisions of the municipal financial records retention schedule.