

Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Finance. Cash Management (1014)

354 South State Street
Salt Lake City, UT 84111
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Records Officer: _____

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AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 94

3

TITLE: Automated cash receipts records

DATES: 1986-2015.

ARRANGEMENT: None

DESCRIPTION:

This is an automated record of all cash receipts processed by the Division of Cash Management which includes payments for business licenses, water department, Central Business Improvement District, etc. Every two weeks the information is backed up on tape. This record includes type of payment, amount, distribution, and payer's name and address.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 1 month and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 5 days and then erase.

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 92

3

TITLE: Bicycle license ledger

DATES: 1973-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a ledger listing of licenses city issued to bicycle dealers. Licenses are used to track bicycles stolen or lost. This ledger includes date, company name, address, telephone number, and numbers of licenses issued (a maximum of 100 at a time).

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 89

3

TITLE: Cash receipts records

DATES: 1981-2015.

ARRANGEMENT: Numerical

DESCRIPTION:

These are all receipts for cash received in the Treasurer's Office for property tax, sales tax, franchise tax, federal and state grant funds, and special assessments. Two copies are kept, one filed numerically, and one categorically. These receipts include correspondence, check copies, copies of deposit slips and check stubs.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 91

3

TITLE: Cashier's daily report

DATES: 1982-2015.

ARRANGEMENT: Chronological by fiscal year

DESCRIPTION:

These are cash register tapes and a report showing daily totals of cash received for the following: each department, special assessments, business license, and water use. Totals are balanced with actual cash receipts and money received. A computer record is generated to verify that previous days receipts have balanced. These documents include cash register tapes, amounts received, date, department name, purpose of payment, and daily totals.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 97

3

TITLE: City property information

DATES: 1985-2015.

ARRANGEMENT: None

DESCRIPTION:

This is an automated record of basic information concerning all property within Salt Lake City, which is used for the billing of special assessments. Information is backed up on tape biweekly. This record includes property address, legal description, ownership, zoning, number of acres, front feet, buildings, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center permanently.

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 88

3

TITLE: Investment records

DATES: 1978-2015.

ARRANGEMENT: Numerical by treasurer number

DESCRIPTION:

This is a record of all city investments (local and national financial institutions, plus federal government securities, etc.). This record includes receipts of money deposited or delivered to investing agency, receipts or money received, and receipts of interest earnings.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 95

3

TITLE: Investments

DATES: 1983-2015.

ARRANGEMENT: None

DESCRIPTION:

This is an automated information system on all city investments. Every two weeks the information is backed up on tape. This system includes description of type of investment, name of financial institution, duration, principal amount, interest rate (percentage), fund description, disposition of investment, and interest earnings.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 2 years after disposition of investment and then erase.

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 93

3

TITLE: Parking meter collections

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are receipts and deposit slips for all money received in daily parking meter collections. Money is collected by Police Department, taken to bank where it is counted and amount phoned to Treasurer's Office. These slips include phone data, collect date, phone amount, deposit amount, number of meters collected from, average amount per meter, and utilization rate.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 90

3

TITLE: Special assessment tax records

DATES: 1940-2015.

ARRANGEMENT: Numerical by number and legal description

DESCRIPTION:

This is a card file showing history of special assessments for property such as curb and gutter, street lighting, etc. Two copies are kept, one filed by the number, the other by legal property description. This file includes cash register tapes, amounts received, date, department name, purpose of payment, and daily totals.

RETENTION:

Permanent. Retain for 2 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until district expires and accounts are paid off and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then transfer to State Archives with authority to weed provided the second copy is destroyed.

Paper copy: Retain in Office until district expires and accounts are paid off and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Finance. Cash Management

SERIES: 96

3

TITLE: Special assessments

DATES: 1970-2015.

ARRANGEMENT: None

DESCRIPTION:

This is an automated information system on all special assessments on property and a history of billing and payments. Some special assessments are curb and gutter, sewer extension, street lighting, etc. The automated system has existed since 1970, but was updated in 1985. The tape is backed up on tape biweekly. This system includes district type, extension, account number, property number, property address, owner name, function being performed, total assessment due through a certain date, status of account, owner name, mailing address, total assessment, interest rate, date assessed, number of installment, installment amount, current principal on interest due, and receipt information on date and payment made.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Agency Record Center for 2 years after district expires and accounts are paid and then erase.