

Retention and Classification Report

Agency: Salt Lake City (Utah). Division of Capital Planning and Programming (1016)

354 South State Street
Salt Lake City, UT 84111
801-535-7777

Records Officer: _____

06792	*Budget revisions approval files
06797	*Capital improvement program planning files
06795	*Community development block grant general project files
06793	*Contractor's payroll record files
06796	*Discretionary grant case files
06794	*Subgrantee payments project files

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6792

3

TITLE: Budget revisions approval files

DATES: 1975-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These files consist of budget forms used for the approval of revisions to the capital improvement budget and grant funding projects . The forms are arranged chronologically in fiscal year. These files include date, name of affected project, recommendation and status of funds, amount of change in budget, discussion, and signatures of all authorized persons.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6797

3

TITLE: Capital improvement program planning files

DATES: 1981-2015.

ARRANGEMENT: Alphanumerical by category

DESCRIPTION:

These files concern the planning of all city capital improvements. They are used in preparation of the annual capital improvement program budget. These files include project applications, related correspondence, schedules and reports. Also includes correspondence concerning the implementation and coordination of these projects.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

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

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6795

3

TITLE: Community development block grant general project files

DATES: 1975-2015.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These project files contain all documentation for Community Block Grants with the exception of grant payrolls. They are used for auditing and reporting purposes. These files include reports, audits, related correspondence, copies of contracts, financial statements, grant regulations, project applications, or other pertinent information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years and then transfer to Agency Record Center. Retain in Agency Record Center until project is closed out and then transfer to State Archives with authority to weed.

APPRAISAL:

OMB Circular A-102, attachment G

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6793

3

TITLE: Contractor's payroll record files

DATES: 1980-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These payroll files are from city contractors and subcontractors. They are used for verification purposes to guarantee that federal Davis-Bacon wage rates are being paid on federally funded projects. These files include name, address, social security number, number of hours worked, rate of pay, deductions, and total amount paid; signed certificates that payroll is correct; employee interview forms verifying that payroll is correct; and related correspondence.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until Federal compliance audit is completed and then destroy.

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6796

3

TITLE: Discretionary grant case files

DATES: 1970-2015.

ARRANGEMENT: Alphabetical by grant or project name

DESCRIPTION:

These case files document the expenditures of all grants other than Community Development Block Grants (CDBG). These federal grants include: Urban Development Action Grants, Environmental Protection Agency Grants, National Park Service Development Grants, and Rental Rehabilitation Program. The files are used for auditing and reporting purposes. These files include reports, audits, correspondence, copies of contracts, financial statements, grant regulations, project applications, or other pertinent information.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until grant is closed out and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then destroy.

APPRAISAL:

OMB Circular A-102, attachment G

AGENCY: Salt Lake City (Utah). Division of Capital Planning and Programming

SERIES: 6794

3

TITLE: Subgrantee payments project files

DATES: 1983-2015.

ARRANGEMENT: Alphabetical by name of subgrantee

DESCRIPTION:

These project files document all payments made to city grant subgrantees. They are used for budgeting and reporting purposes. These files include copies of vouchers, letters recommending payment, time sheets, radio program logs, utility bills, and invoices.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until project is no longer active and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.