

Retention and Classification Report

Agency: West Valley City (Utah). Finance Department (1347)

West Valley City Hall
3000 South Constitution Blvd.
West Valley City, UT 84119
801 974-5501

Records Officer: _____

85095	*Accounts payable
06813	Accounts payable files
85250	Bids and quotes
82803	Business license file
85270	Cash receipts
84386	Deductions and other earnings register
06766	*Employee earnings record file
84387	General ledgers
13280	Journal entries
10251	License registers
06857	*Official administrative correspondence
17176	Official correspondence
10020	Payroll files
06789	*Payroll journals
06812	Payroll-time sheets
85271	Witness and jury pay vouchers

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85095

4

TITLE: Accounts payable

DATES: i 1980-1982.

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Microfilm master: Retain in State Records Center for 4 years and then destroy.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6813

3

TITLE: Accounts payable files

DATES: 1980-

ARRANGEMENT: Alphabetical by vendor's name

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85250

3

TITLE: Bids and quotes

DATES: 1980-

ARRANGEMENT: chronological, thereunder numerical by bid number

DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 12-21-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

AGENCY: West Valley City (Utah). Finance Department

SERIES: 82803

3

TITLE: Business license file

DATES: 1980-

ARRANGEMENT: Alphabetical by name of business

DESCRIPTION:

These files are used for licensing businesses in West Valley City as required by city ordinance. These files contain an application for a business license, inspection reports, and related correspondence. The application includes: the name of the business; address, phone number, and address; name of applicant, name, address, phone number, and social security number; emergency phone number; type of organization; description of business; license number; fees paid; signature of applicant; whether license granted; signatures of licensing official and the city treasurer, licensing official and the city treasurer.

RETENTION:

Permanent. Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

Paper: Retain in Office for 3 years after expiration of license and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 82803

TITLE: Business license file

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon the Municipal Financial General Records Retention Schedule (1985) and the administrative needs expressed by the division.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85270

3

TITLE: Cash receipts

DATES: 1980-

ARRANGEMENT: Numerical by receipt number

DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 84386

3

TITLE: Deductions and other earnings register

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These are reports by department code used to reference the amount of retirement deducted and other miscellaneous deductions.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

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

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6766

3

TITLE: Employee earnings record file

DATES: 1981-1985.

ARRANGEMENT: Alphabetical by department and name

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each 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 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 provided microfilm has passed inspection.

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

PRIMARY DESIGNATION:

Private

AGENCY: West Valley City (Utah). Finance Department

SERIES: 84387

3

TITLE: General ledgers

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

Computer generated general ledger reports for West Valley City. Some of the reports include: appropriations report, expenditures and encumbrances ledger, check warrant register, vendor lists, outstanding encumbrances report, and revenue report.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Microfilm master: Retain in Archives for 4 years and then destroy.

Microfilm duplicate: Retain in Archives for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). This retention is based on the Municipal Financial General Records Retention Schedule (3/89).

AGENCY: West Valley City (Utah). Finance Department

SERIES: 13280

3

TITLE: Journal entries

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10251

1

TITLE: License registers

DATES: 1980-

ARRANGEMENT: chronological

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain permanently

DISPOSITION:

May 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6857

3

TITLE: Official administrative correspondence

DATES: 1980-1985.

ARRANGEMENT: Alphabetical by department

DESCRIPTION:

these files contain correspondence between city departments concerning financial matters of West Valley City.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until Administrative need ends and then destroy.

Microfilm master: Retain in Office for 5 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 17176

1

TITLE: Official correspondence

DATES: 1986-

ARRANGEMENT: Alphanumeric by department/division/date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

these files contain the program correspondence for the Finance Department. They document the actions of this office.

RETENTION:

Retain permanently

DISPOSITION:

May 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

AGENCY: West Valley City (Utah). Finance Department

SERIES: 10020

3

TITLE: Payroll files

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These copies contain memoranda, copies of payrolls, checklists, and related certification sheets.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6789

1

TITLE: Payroll journals

DATES: 1980-1982.

ARRANGEMENT: Alphabetical by department, thereunder by name

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

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 7 years after being microfilmed and then destroy provided microfilm has passed inspection and provided employee earning file is transferred to personnel file.

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

PRIMARY DESIGNATION:

Private

AGENCY: West Valley City (Utah). Finance Department

SERIES: 6812

3

TITLE: Payroll-time sheets

DATES: 1980-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: West Valley City (Utah). Finance Department

SERIES: 85271

3

TITLE: Witness and jury pay vouchers

DATES: 1980-

ARRANGEMENT: Numerical by voucher number

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public