

## Retention and Classification Report

**Agency:** Orem (Utah). Administrative Services (1413)

56 North State Street  
Orem, UT 84057  
801-224-7074

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

85094	Accounts payable records
27527	Accounts receivable checks
22942	Business licenses
82710	Cancelled checks (payroll, general fund, group insurance, wo
82893	Comprehensive Employment and Training Program (CETA) and Pub
27512	Credit card transactions
22940	Daily revenue report
29216	Equal Employment Opportunity reports
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**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 85094

3

**TITLE:** Accounts payable records

**DATES:** 1977-

**ARRANGEMENT:** Chronological by date.

**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:**

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:**

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

Paper: Retain in Office for 1 year or until microfilmed and then destroy provided microfilm has passed inspection.

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 27527

1

**TITLE:** Accounts receivable checks

**DATES:** 2010-

**ARRANGEMENT:** Chronologically by date received

**DESCRIPTION:**

Accounts receivable checks are checks taken for utility payments, library payments, fitness and senior center payments, and public works and cemetery payments. They are scanned through a bank provided program that makes a legal electronic copy that is instantly deposited to the account and makes the paper checks useless except perhaps for short term reference (1-2 weeks maximum). Information on the checks includes: name, address, checking account information, telephone number and the total amount of the check.

**RETENTION:**

Retain until administrative need ends

**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 until administrative need ends and then destroy.

**APPRAISAL:**

These records have fiscal value(s).  
fiscal

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22942

3

**TITLE:** Business licenses

**DATES:** 1948-

**ARRANGEMENT:** Alphabetical by name of business

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

**RETENTION:**

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

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

**AUTHORIZED:** 01-17-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after final renewal of license and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 82710 3

**TITLE:** Cancelled checks (payroll, general fund, group insurance, workers' compensation insurance)

**DATES:** 1978-

**ARRANGEMENT:** numerical by check number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**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:** Orem (Utah). Administrative Services

**SERIES:** 82893

3

**TITLE:** Comprehensive Employment and Training Program (CETA) and Public Employment Program (PEP) personnel files

**DATES:** 1976-

**ARRANGEMENT:** Chronological, thereunder alphabetical by last name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These personnel files contain information on all persons (full-time, part-time, and temporary employees) hired through two federally funded programs the PEP and the CETA. These employees were not later hired as full-time regular city employees. These files include applications, contracts to hire, and invoices for wages.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or legal value(s). This retention is based upon 20 CFR 676.35. These provisions provide that the recipient of such funding "shall maintain a record of each participant's participation in a CETA program including dates of entry and termination of each activity" and to "retain such for each participant for a period of five years from the date of enrollment." The provisions of the Public Service Employment Program indicate that records are retained for "a period of five years" (20 CFR 678).

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 27512

1

**TITLE:** Credit card transactions

**DATES:** undated

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

This record series contains files for Orem City credit card transactions, including: date of transaction, total cost of the transaction, the authorization number, a partial credit card number, the location of the transaction and occasionally the card holder's name.

**RETENTION:**

Retain for 15 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Compact disc: Retain in Office for 0 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22940

1

**TITLE:** Daily revenue report

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These records relate to billing transactions and are used for audit purposes. They include accounts deleted, accounts transferred, routes billed, adjustments posted, reported balances, direct billing authorizations, and other records related to utility billing functions.

**RETENTION:**

Retain for 3 year(s)

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public 2-30-6-19 Orem City Code

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 29216

1

**TITLE:** Equal Employment Opportunity reports

**DATES:** 1986-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are required by the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act (ADA) (29 CFR 1602). Included are reports with statistical information on employees hired.

**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 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(a)(2017)

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 27510

1

**TITLE:** First Party (City) property damage and subrogation files

**DATES:** 2006-

**ARRANGEMENT:** By file number

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

**RETENTION:**

Retain for 3 year(s)

**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 and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Administrative

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 27510

**TITLE:** First Party (City) property damage and subrogation files

(continued)

**SECONDARY DESIGNATION(S):**

Private

Protected

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 26152

1

**TITLE:** First party (city) property damage and subrogation files

**DATES:** 1919-

**ARRANGEMENT:** Numerical by file number

**DESCRIPTION:**

These files document traffic accidents investigated by the police department. The report usually includes complete information on all cars and drivers involved in the accident, accident location, damage, accident causes, date and time, accident diagram, description, and weather conditions. The original report is sent to the State Department of Public Safety if damage exceeds \$1,000, or injury or death occurs (UCA 41-6a-404 (2007)), and is maintained for seven years.

**RETENTION:**

Retain for 3 year(s)

**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 and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 26042

3

**TITLE:** Insurance deduction files

**DATES:** 1919-

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance 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, fiscal, and/or legal value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 26040

1

**TITLE:** Investment accounting monthly reports

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

**RETENTION:**

Retain for 5 year(s)

**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 5 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22939

3

**TITLE:** Monthly/bi-monthly/annual meter books

**DATES:** 1983-

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public 2-30-6-19 Orem City Code

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22938

3

**TITLE:** Monthly/bi-monthly/annual meter reports

**DATES:** 1983-

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public 2-30-6-19 Orem City Ordinance

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 84870

4

**TITLE:** Payroll register

**DATES:** 1919-

**ARRANGEMENT:** Numerical by department, thereunder numerical by employee number

**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:**

Retain for 58 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 58 years and then destroy.

Microfilm duplicate: Retain in Office for 58 years and then destroy.

Paper: For records beginning in 1982 and continuing to the present. Retain in Office for 7 years and then destroy provided the agency has employee history files.

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 84870

**TITLE:** Payroll register

(continued)

**APPRAISAL:**

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

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

**PRIMARY DESIGNATION:**

Private                      2-30-6-19 Orem City Code

**SECONDARY DESIGNATION(S):**

Public.                      2-30-5-4 Orem City Code

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 84901

4

**TITLE:** Personnel files

**DATES:** i 1973-

**ARRANGEMENT:** Alphabetical by employee surname

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain for 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

**AUTHORIZED:** 08-29-2018

**FORMAT MANAGEMENT:**

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

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 84901

**TITLE:** Personnel files

(continued)

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 26041

1

**TITLE:** Special assessment ledgers

**DATES:** 1919-

**ARRANGEMENT:** Chronological by year thereunder by month

**DESCRIPTION:**

These ledgers record the expenditures for taxes levied for special assessments. They include the year, month, disbursement, balance, warrants paid, balance credit, cash, and transfers.

**RETENTION:**

Retain for 3 year(s)

**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 3 years after final payment and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 84872

4

**TITLE:** Special improvement bonds

**DATES:** undated

**ARRANGEMENT:** Numerical by bond series number.

**DESCRIPTION:**

Bonds are sold to fund a specific municipal improvement or building project. The governing body of the municipality levies the assessment based on an ordinance or resolution. To obtain a bond bids are received and reviewed. The bonds are sold at a set price and mature within a given time period as they accrue interest. Information includes state, county and city that issues the bond; series number and date; amount of the bond; legal stipulations and rate per annum; and the mayor and city recorder's signatures. The debt must apply to projects within the lawful limits of the city according to law.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 26043

3

**TITLE:** Subsidiary ledger and journal files

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22936

1

**TITLE:** Trouble-call work orders

**DATES:** 1983-

**ARRANGEMENT:** Numerical by account number

**DESCRIPTION:**

These files contain customer complaints concerning utility problems which require research and a resolution. They include complaint, results of investigation, meter sheets, and method of resolution.

**RETENTION:**

Retain for 3 year(s) after resolution of issue

**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 3 years after resolution date and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Orem (Utah). Administrative Services

**SERIES:** 22932

1

**TITLE:** Utility payment records

**DATES:** 1919-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION:**

Retain for 3 year(s)

**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 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. 2-30-6-19 Orem City Code