

## Retention and Classification Report

**Agency:** Millard County (Utah). County Auditor (1446)

Millard County Courthouse  
50 South Main  
Fillmore, UT 84631

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

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**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83354

3

**TITLE:** Annual financial statement

**DATES:** i 1959-1981.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These reports are required to be submitted annually to the State Auditor (SECTION 17-19-11 of the Utah Code Annotated, 1953). They provide a listing of amounts in the general fund, general fund revenues and disbursements, a statement of property owned by the county (and the estimated value thereof), and a certified statement signed by the County Auditor attesting to the accuracy of the information. In the file with the report are copies of proof-of-publication notices from the local papers and various handwritten notes. Some individual files contain letters from the State Auditor confirming receipt of the annual financial statements. A list of guidelines from the State Auditor to county auditors instructing them how to properly prepare the annual financial statement is included.

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This retention is based on the County Auditor Schedule. These reports serve as the county's annual report and should be maintained permanently for historical purposes.

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83354

**TITLE:** Annual financial statement

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83357

3

**TITLE:** Audit reports

**DATES:** i 1917-1939.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These are the annual audit reports by external auditors showing the financial condition of Millard County. All of the reports provide a financial accounting of revenues received, disbursed, and taxes collected, but the earlier reports also contain narrative descriptions of any accounting problems or other financial concerns. This collection is not complete and there are many gaps. Missing are reports for 1918-20, 1926/27, 1929-33, and 1936.

Included in the files are two loose monthly agricultural reports and vouchers for the Extension Service and Farm Bureau to Millard County for the months of April and June 1921.

**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, fiscal, and/or historical value(s). These reports are historically valuable to document the financial affairs of Millard County. The early reports are most interesting. In 1917, the county was sternly criticized for "careless" accounting procedures and unsound financial practices, such as wasting funds on a system of assessing that went unused because, evidently, no one knew how to use it. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83357

**TITLE:** Audit reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 29447

3

**TITLE:** Budget

**DATES:** 2017-

**ARRANGEMENT:** none

**DESCRIPTION:**

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

**AUTHORIZED:** 12-17-2018

**FORMAT MANAGEMENT:**

**APPRAISAL:**

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

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83358

3

**TITLE:** County Treasurer's report

**DATES:** i 1956-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report is compiled by the county treasurer and submitted to the county auditor. It becomes part of the monthly report to the county commission.

This report is a summary report showing totals of Millard County Funds, Class "B" Road Funds, a balance sheet showing beginning and ending balances, receipts, warrants redeemed, drainage district funds, tax collections, and copies of receipts issued by the treasurer's office.

**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 retention is based on the administrative needs expressed by the Millard County Auditor.

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83323

3

**TITLE:** Receipts register

**DATES:** i 1959-1968.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These two volumes are registers for all receipts issued by the county auditor. They were used for auditing purposes. Recorded information includes the date, the name of the individual or entity from which the funds were received, the classification of monies (fund and source), the auditor's receipt number, and the total. Under the heading "Treasurer's Fund Cash Accounts" are subheadings for such funds as weed eradication, agricultural agent, recreation, road fund, water resources, public welfare, exhibits, general, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These books are obsolete and should be destroyed.



**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83356

3

**TITLE:** State Tax Commission reports

**DATES:** i 1946-1982.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain the preliminary drafts of various reports to the State Tax Commission. They contain work sheets, a recapitulation of all current tax levied, collected, tax relief; Assessed Valuation Report; a draft copy of the supplemental report of the County Auditor to State Tax Commission; and handwritten notes and calculations. There are six reports (1946, 1947, 1956-59) prior to 1960.

**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 records have administrative value(s).

This retention reflects the administrative needs expressed by the office. These reports are now OBSOLETE and should be DESTROYED.

**AGENCY:** Millard County (Utah). County Auditor

**SERIES:** 83355

3

**TITLE:** Tax levies

**DATES:** i 1957-1980.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain an original report submitted to the State Tax Commission for taxes levied by the county. The file includes a summary form from the county auditor and specific forms from individual taxing entities to the county auditor and State Tax Commission.

The summary form includes the date, the name of the county, lists of levies set for year, the purpose of the levy, the levy authorized (statute or local ordinance), the number of mills levied, the total number of mills levied, and the signature of the county auditor. The specific form includes the date, the name of the county auditor, the name of the taxing district, the purpose of the levy, the authorization of the levy, the number of mills levied, the total number of mills levied, the the signature of the financial officer.

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

This retention is based on the administrative needs expressed by the office.

**PRIMARY DESIGNATION:**

Public