

Retention and Classification Report

Agency: Davis County (Utah). County Controller (1454)

Davis Co. Administration Building
61 South Main Street, P.O. Box 618
Farmington, UT 84025

Records Officer: _____

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AGENCY: Davis County (Utah). County Controller

SERIES: 11633

3

TITLE: Abatement application files

DATES: 1993-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

These records are used for granting exemption of property taxes for specific conditions. Information may include the application, parcels owned, the abatement amount, status, and supporting documentation.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax abatement records, GRS-225.

AUTHORIZED: 12-04-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

SECONDARY DESIGNATION(S):

Controlled

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11634

3

TITLE: Abatement card index

DATES: 1960-2006.

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

This card index describes property held by applicants for tax abatements. It is used to reference information on persons receiving tax relief. Includes serial numbers, names of applicant, address, value of property exempt, amount of exemption, date of approval and approving initials.

RETENTION:

Permanent. Retain for 53 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax abatement records, GRS-225.

AUTHORIZED: 12-04-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(e)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2022.

AGENCY: Davis County (Utah). County Controller

SERIES: 11635

1

TITLE: Abatement register

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

This register lists the names of persons receiving tax exemptions because of disability, age, veteran status, or extreme hardship. The register also lists all parcels to which abatement is applied and the amount of abatement, and status (widow, orphan, veteran, indigent, blind or disabled).

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office until superseded or updated and then delete.

Paper: Retain in Office until superseded or updated and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11636

3

TITLE: Accounts payable

DATES: 1940-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to perform all countywide accounting services. Records document debits owed by the county and are used to ensure proper payment of services rendered to the county. Information includes billing organization, amount due, and date of payment.

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:

Computer data files: Retain in Office for 4 years and then delete.

Paper: For records prior to and including 2018. Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Legal appraisal is based on Utah Code 70A-2-725(1998).

AGENCY: Davis County (Utah). County Controller

SERIES: 11636

TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11637

1

TITLE: Accounts receivable

DATES: 1940-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to perform all countywide accounting services. Records document credits owed to the county and are used to ensure proper receipt of services rendered by the county. Information includes person or organization billed, amount due, and receipt of payment.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 4 years and then delete.

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
Legal appraisal is based on Utah Code 70A-2-725(1998).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11638

3

TITLE: Annual budget

DATES: 1900-

ARRANGEMENT: Chronological

DESCRIPTION:

The annual budget is approved and used to document the intended appropriation of funds for financial operations during the specified fiscal period. This is the final budget that is adopted by the governing body.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 84732

3

TITLE: Annual Comprehensive Financial Report (ACFR)

DATES: 1977-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official public financial reports of budget accounts and expenditures of all county agencies. The auditor is required within 180 days after the close of each fiscal year to prepare and make available to county commissioners an annual financial report in accordance with Utah State Code. Copies of this report are filed with the state auditor.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11639

3

TITLE: Annual financial report

DATES: 1900-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These are statistical reports on the financial affairs of the entire county or a specific department. These reports usually include a statement on the value of all county owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

Microfilm duplicate: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11640

3

TITLE: Annual fixed asset report

DATES: 1980-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11642

3

TITLE: Assessed valuation register

DATES: 1941.

ARRANGEMENT: numerical by parcel number

DESCRIPTION:

This register lists all assessed valuations in the county. Includes the property serial number, name and address of owners, and assessed value of property. In some counties the assessor and treasurer maintain the record copy while auditor only has a copy.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessed property valuation register, GRS-229.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).
The Treasurer's Office maintains the permanent record copy (which is electronic). The Treasurer's office refers to this record as "Tax Assessment Rolls."

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 29691

3

TITLE: Audit committee meeting minutes

DATES: 2018.

ARRANGEMENT: Chronological.

DESCRIPTION:

These records may include the discussion of current, past, or pending audits, information regarding specific audits being conducted, audit findings, audit techniques or procedures, management of internal controls and the identification of internal control weaknesses, potential violations of policy and procedure, risk assessment, recommendations for improvements, and proposals of new policies when necessary. These records may also contain testimonials from witnesses including past or present employees, audit investigators, or any other citizen with relevant information to offer.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). County Controller

SERIES: 29691

TITLE: Audit committee meeting minutes

(continued)

PRIMARY DESIGNATION:

Protected

Utah Code 63G-2-305 (10)(12)(16)(2018)

AGENCY: Davis County (Utah). County Controller

SERIES: 11645

1

TITLE: Board of Equalization minutes

DATES: 1895-1979.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

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.

APPRAISAL:

These records have historical value(s).

Minutes provide ongoing evidentiary and research value.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11297

1

TITLE: Bond and tax anticipation notes

DATES: 1882-

ARRANGEMENT: None

DESCRIPTION:

These are notes used by counties pursuant to an appropriation resolution for bonds in anticipation of payable ad valorem taxes and constitute a full obligation of the county.

RETENTION:

Retain for 1 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 1 year after being redeemed and then destroy.

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Controller

SERIES: 11298

3

TITLE: Bond issue files

DATES: 1882-

ARRANGEMENT: None

DESCRIPTION:

These files document the implementation of significant county bonds (i.e., revenue or special bonds), but not general obligation bonds. These files includes authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of county indebtedness.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

The history of partnerships in the state may provide insight into lasting, short term, and failed partnerships. The disposition of permanent is based on the secondary historical value to researchers interested in business activities in Utah.

AGENCY: Davis County (Utah). County Controller

SERIES: 11298

TITLE: Bond issue files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11600

3

TITLE: Bond record

DATES: 1850-1937.

ARRANGEMENT: Numerical by bond numbers

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County official records, GRS-305.

AUTHORIZED: 07-06-2018

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.

APPRAISAL:

These records have historical value(s).

Official bonds have ongoing evidentiary value.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11646

3

TITLE: Budget apportionment records

DATES: 1985-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after close of fiscal year and then destroy.

Microfilm master: Retain in Archives for 5 years after close of the fiscal year and then destroy.

Microfilm duplicate: Retain in Archives for 5 years after close of fiscal year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11647

3

TITLE: Budget background records

DATES: 1980-1998.

ARRANGEMENT:

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the county commission.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(24)

AGENCY: Davis County (Utah). County Controller

SERIES: 11656

3

TITLE: Capital asset lists

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are listings of all county property (buildings and real estate), vehicles, equipment, and furniture. Information about the property listings includes description, cost, date purchased, location, name of vendor, and depreciation.

These listings also include information when county property is disposed of either by public auction, competitive bidding, or destruction. Information about disposed property includes date, department name, description of item, value, disposition, and could include method, reason, condition, and value.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have fiscal value(s).

AGENCY: Davis County (Utah). County Controller

SERIES: 11656

TITLE: Capital asset lists

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11655

3

TITLE: Central store inventory files

DATES: 1980-2020.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the annual inventory of county equipment, supplies and other items owned or administered by the county.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11649

3

TITLE: Checkbook stubs

DATES: 1940-1998.

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of county funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11883

3

TITLE: Circuit breaker reimbursement records

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is the circuit breaker reimbursement report submitted to the State Tax Commission showing abatements accompanied by a letter requesting reimbursement to the county. Indigent and elderly citizens may file for homeowner's credit with the county commission on or before May 1 of each year. Recorded information includes: serial number, name, tax, subtotals, and grand totals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Reimbursement files, GRS-1833.

AUTHORIZED: 01-11-2019

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The county commission "shall compile a list of claimants and the homeowner's credits granted to them for the purposes of obtaining payment from the General Fund for that portion of the claimant's liability for property taxes accrued represented by the credits granted. Upon certification by the [state tax] commission the payment shall be made to the county" (UCA 59-2-1206 (1992)).

AGENCY: Davis County (Utah). County Controller

SERIES: 11883

TITLE: Circuit breaker reimbursement records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 27947

3

TITLE: Commercial property equalization files

DATES: 1960.

ARRANGEMENT: numeric by parcel number thereunder alphabetical by name

DESCRIPTION:

These records are created as appeals on commercial property to the Board of Equalization. These files document the activities of the Board of Equalization concerning commercial properties. Documents include copies of agenda, valuation notices, appraisal reports, property address, the name of the commercial property, serial number, legal description, improvements, photographs, notices of adjustment, and lists of appeals. May also include financial accounting, operating, sales, and income statements.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of Equalization records, GRS-234.

AUTHORIZED: 05-18-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

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

APPRAISAL:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 27947

TITLE: Commercial property equalization files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt. Utah Code 59-1-404 (confidential information)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 11650

3

TITLE: Computer daily cash receipts

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are receipts issued for money received into county 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:

Computer data files: Retain in Office for 4 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11880

3

TITLE: Corrected assessment rolls

DATES: 1990-

ARRANGEMENT: Chronological, thereunder numerical by property tax number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

Tax rolls of all property tax assessments within Davis County.
Copy maintained by Auditor for reference and to respond to questions and complaints. The record includes date, serial number, property description, total evaluation, assessed valuation, total exemptions, value as corrected, and property tax amount due.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11315

1

TITLE: County monthly fee reports

DATES: ca. 1992-1998.

ARRANGEMENT: None

DESCRIPTION:

These are monthly reports submitted to the county auditor from the various county departments (e.g., county assessor, county clerk, county recorder, county treasurer, justice courts). They are used in creating monthly financial reports for the county commission. Includes the month and year, the amount of fines, fees, taxes, and other monies collected by the departments.

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 fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 27628

1

TITLE: Credit card applications & files

DATES: 1998.

ARRANGEMENT: Alphabetically

DESCRIPTION:

These records are used to identify and track County credit cards and purchases made by employees. Employees who carry a county credit card must first complete an application form. This series includes names, addresses (home and work), phone numbers (home and work), mother's maiden name, birth dates, Social Security numbers, credit limits, actual credit card numbers and photocopies of the credit cards.

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 the card has been cancelled and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). County Controller

SERIES: 26113

3

TITLE: Credit card reconciliations

DATES: 1991-

ARRANGEMENT: Alphabetically.

DESCRIPTION:

This series includes the reconciliation form, documentation, and monthly statements of credit card expenditures for Davis County.

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:

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private (UCA 63G-2-302)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11651

3

TITLE: Departments deposit slips

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into county accounts.

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

AGENCY: Davis County (Utah). County Controller

SERIES: 11653

3

TITLE: Disposition records of fixed assets

DATES: 1980-2011.

ARRANGEMENT: Chronological

DESCRIPTION:

These are either forms or records completed by county agencies when county property is disposed of either by public auction, competitive bidding or destruction. Includes date, department name, description of item, value, disposition, method, and reason, condition, value and approval signature.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of property and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11648

3

TITLE: Electronic check files

DATES: 1940-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are digital images of checks issued and are maintained solely as a quick reference source.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11654

3

TITLE: Equalization files

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the activities of the Board of Equalization. Records include copies of agenda, valuation notices, appraisal reports, notices of adjustment, and lists of appeals. These files also include documents originated by the taxpayer and county-generated working papers.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of Equalization records, GRS-234.

AUTHORIZED: 05-18-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(51)

AGENCY: Davis County (Utah). County Controller

SERIES: 11657

3

TITLE: General ledgers

DATES: 1885-

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the amount of receipts from and disbursements of each department. May also include accounting adjustments in the form of manual journal entries.

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:

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11619

3

TITLE: General obligation bond

DATES: 1882-

ARRANGEMENT: Chronological

DESCRIPTION:

These issued bonds are not payable solely from revenues other than those derived from ad valorem taxes. They constitute a full general obligation of the county for the prompt and punctual payment of principal and interest. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the county legislative body.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule General obligation bonds, GRS-57.

AUTHORIZED: 07-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being paid or cancelled and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 28731

3

TITLE: Internal audit files

DATES: 2007-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's administrative function to evaluate the effectiveness of government by conducting an audit. Records document policy and procedure audits performed at the office, department, and agency level and are used to create the final report. Information may include personnel information and may be used in litigation proceedings or employee disciplinary actions.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after completion of audit and then destroy.

Computer data files: Retain in Office for 10 years after completion of audit and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

10 year retention is based on advice from agency's auditor.

AGENCY: Davis County (Utah). County Controller

SERIES: 28731

TITLE: Internal audit files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Davis County (Utah). County Controller

SERIES: 26722

3

TITLE: Internal audit final summary reports

DATES: 2007-

ARRANGEMENT: Chronological by year thereunder numerical by report number.

DESCRIPTION:

These records support the agency's administrative function to evaluate the effectiveness of government by conducting an audit. Records document initial findings and final recommendations for improving the implementation and compliance of policies and procedures in the audited area.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

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

These records are of historical interest as they document the application of the agency's policies and procedures and provide insight into any structural or program changes as a result of the audit findings.

AGENCY: Davis County (Utah). County Controller

SERIES: 26722

TITLE: Internal audit final summary reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Davis County (Utah). County Controller

SERIES: 11919

4

TITLE: Irrigation records

DATES: 1929-1936.

ARRANGEMENT: none

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Officers' lists, official bonds, resolutions, nomination certificates, tax assessment reports, proof of publications, notices, and affidavits from drainage and irrigation districts in Davis County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records in assisting irrigation researchers.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 84231

3

TITLE: May tax sale records

DATES: i 1912-2023.

ARRANGEMENT: Numerical according to book number thereunder alphanumerical by section, range, block, or lot.

DESCRIPTION:

These records document the county auditor's sale of property for delinquent taxes. Property which has been delinquent for five years may be sold at the annual May Tax Sale. Information includes name of person to whom property was assessed, legal description of property, date of sale, amounts of taxes and penalties attached, total amount due, and name of person to whom property was sold.

When originally created (1989), this series included reference to May tax sale information recorded in the tax assessment rolls, such as amounts of taxes due, penalties attached, names of persons to whom property was sold, and name and certificate number of redeemer if the property was redeemed. However, over time, as Davis County microfilmed permanent records, this series number, 84231, was used interchangeably with series 7137, which includes tax redemption certificates. For purposes of a historical record, May tax sales information is being preserved in redemption certificates (series 7137), in the county recorder's official records (series 71810), and in May tax sale minutes.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/2011

FORMAT MANAGEMENT:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 84231

TITLE: May tax sale records

(continued)

RETENTION JUSTIFICATION:

Series 84231 was created in 1989 and was under the jurisdiction of the Treasurer's Office, and later fell under the jurisdiction of the Auditor's Office. The description included, "volume and page where property was entered in the assessment roll; amounts of taxes and penalty attached, total amount due; name of person to whom property was sold; and if redeemed, date of redemption, name of redeemer, and redemption certification number." Records beginning in 1912 were listed as Tax Sale Records (and were also titled Tax Ledgers). At some point the record changed to include the preceding description. The records beginning 1912 were microfilmed and in 1989 only the Tax

PRIMARY DESIGNATION:

Private UCA 51-7-10, 63G-2-301(1)(g)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

AGENCY: Davis County (Utah). County Controller

SERIES: 11308

3

TITLE: May tax sale reports

DATES: 1912-1995.

ARRANGEMENT: numerical by parcel number

DESCRIPTION:

These are reports submitted to the county auditor by the county treasurer upon the completion of the preliminary tax sale. They are used to notify auditor of its completion and to certify previous year's delinquent tax for property not sold "because it is still held by the county under preliminary sale for the delinquent taxes for preceding year." The report includes "the year of the original sale and book, page, and line numbers, or property serial number of the entry in the original tax sale record (UCA 59-2-1344 (1994))." In 1995, the statutory provisions creating this report were repealed.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Delinquent property tax records, GRS-733.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

Davis County maintains these records on a 5-year cycle, matching series 84231 (May tax sale records).

AGENCY: Davis County (Utah). County Controller

SERIES: 11308

TITLE: May tax sale reports

(continued)

PRIMARY DESIGNATION:

Public UCA 51-7-10, 63G-2-301(1)(g)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 29441

3

TITLE: Mid-budget changes

DATES: 2009-

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 fiscal value(s).

AGENCY: Davis County (Utah). County Controller

SERIES: 11659

1

TITLE: Monthly department reports

DATES: 1980-2005.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports submitted to the county auditor from the various county departments (e.g., county assessor, county clerk, county recorder, county treasurer, justice courts). They are used in creating monthly financial reports for the county commission. Includes the month and year, the amount of fines, fees, taxes, and other monies collected by the departments.

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 fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11641

3

TITLE: Official County Levy records

DATES: 1980-

ARRANGEMENT:

DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. Includes the names of the government entity, year, purpose of levy, legal authorization, mills levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Official county levy records, GRS-228.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 10 years and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 27234

3

TITLE: Payroll journal

DATES: 2002-2023.

ARRANGEMENT: Alphabetical by department thereunder alphabetical by surname.

DESCRIPTION:

This record is a complete breakdown of pay and deductions for payroll purposes. The payroll department uses this record to verify payroll totals against deductions and hours worked. Employees can also verify their pay. The record includes department, employee's name and identification number, and details of hours worked, and specific deductions.

RETENTION:

Retain for 7 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:

Computer data files: Retain in Office for 7 years and then delete.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 27234

TITLE: Payroll journal

(continued)

PRIMARY DESIGNATION:

Private 63G-2-302(1)(f)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 27841

3

TITLE: Payroll register

DATES: 1972-2023.

ARRANGEMENT: chronological by pay period, thereunder alphabetical
DESCRIPTION:

History of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.

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.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 27310

1

TITLE: Pending distribution of unclaimed property reports

DATES: 1958-

ARRANGEMENT: Chronological by date entered

DESCRIPTION:

The County files a detailed report annually with the Division of Unclaimed Property. This record is used to track unclaimed property and to transfer funds and associated records to Unclaimed Property in accordance with Utah Code. The report includes the name, last known address (if available), and the amount of each unclaimed and uncashed check. Unclaimed checks are usually unclaimed reimbursements, refunds, and overpayments. Unclaimed property also include net proceeds (after taxes & incidentals) from the tax sales of real and personal property. These files include unclaimed checks covering disbursements for county expenses. They include the check number, date, amount, purpose, and name of payee.

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: For records beginning in 1958 through 2009. Retain in Office for 1 year and then transfer to Division of Unclaimed Property.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 5 years and then delete.

APPRAISAL:

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

Custody of these administrative records is passed to the Division of Unclaimed Property.

AGENCY: Davis County (Utah). County Controller

SERIES: 27310

TITLE: Pending distribution of unclaimed property reports

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305(51)

AGENCY: Davis County (Utah). County Controller

SERIES: 31110

3

TITLE: Popular Annual Financial Report (PAFR)

DATES: 2024-

ARRANGEMENT: Chronological by fiscal year.

DESCRIPTION:

A supplement to the Annual Comprehensive Financial Report (ACFR) with simpler, "popular" reports designed to assist those who need or desire a less detailed.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11644

1

TITLE: Property tax register

DATES: 1896-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

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 scanned and then destroy.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). 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: Davis County (Utah). County Controller

SERIES: 11644

TITLE: Property tax register

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 28674

3

TITLE: Requests for bid proposals

DATES: 2005-

ARRANGEMENT: Alphabetical by name of vendor

DESCRIPTION:

These records support the agency's function to perform county-wide accounting services in accordance with Davis County Code. Records document project bid proposals submitted by private vendors and are used to make purchasing decisions for new equipment and systems. Information includes vendor contact information as well as proposed costs and advantages over similar equipment or programs. Confidentiality agreements may also be included.

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:

Computer data files: Retain in Office for 6 years after decision and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These records are critical in aiding the County in making efficient and fair financial decisions in procuring services, products, etc.

AGENCY: Davis County (Utah). County Controller

SERIES: 28674

TITLE: Requests for bid proposals

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(1),(2),(6)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11884

3

TITLE: Returned valuation notices

DATES: 1972-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

This file contains valuation notices which were mailed to taxpayers, but were returned from the post office as undeliverable. They are used to document the mailing and non-receipt of the original tax notices.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax redemption records, GRS-732.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11632

3

TITLE: Revenue bonds

DATES: 1882-

ARRANGEMENT: None

DESCRIPTION:

These bonds are issued by the county commission payable solely from revenues attributable to the extension and improvements to revenue producing facilities in accordance with Utah State Code.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being paid or cancelled and then destroy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11318

3

TITLE: State assessed property sheets

DATES: 1941.

ARRANGEMENT: None

DESCRIPTION:

These are appraisal sheets for property assessed by the state. The State Tax Commission assesses "property which operates as a unit across county lines, if the value must be apportioned among more than one county or state; all property of public utilities; all operating property of an airline, air charter service, and air contract service; all geothermal fluids and geothermal resources; all mines and mining claims (except those used for property or surface improvement upon or appurtenant to mines or mining claims" (UCA 59-2-201(1) (1995)). They are used by the county treasurer in the collection of property taxes. The sheets include the sheet number, year, company name and address, legal descriptions of real estate, description of improvement and personal property, and total value.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State property assessment records, GRS-391.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 11318

TITLE: State assessed property sheets

(continued)

PRIMARY DESIGNATION:

Public UCA 51-7-10

AGENCY: Davis County (Utah). County Controller

SERIES: 11660

3

TITLE: State Tax Commission report

DATES: 1975-2023.

ARRANGEMENT: Chronological

DESCRIPTION:

Detailed reports on the assessed value of property within the county submitted in accordance with UCA 59-2-322 (1992), used by the Tax Commission to create a permanent annual report (series 2356)). Include: date, area, district name and number, centrally and locally assessed values and totals including breakdown of tax showing categories and taxable amounts for real estate, buildings, personal property, totals, total area, and fee in lieu of property.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). County Controller

SERIES: 11660

TITLE: State Tax Commission report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2024.

AGENCY: Davis County (Utah). County Controller

SERIES: 11661

3

TITLE: State Tax Commission reports

DATES: 1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are two annual statements which are submitted to the State Tax Commission.

The county auditor is required, before June 8 of each year, to "prepare from the assessment book of that year a statement showing in separate columns: the total value of all property; the total value of all real estate including patented mining claims, stated separately; the value of improvements; the value of personal property exclusive of money; and the number of acres of land and the number of patented mining claims, stated separately" (UCA 59-2-322 (2000)).

The second required statement, to be prepared before November 1 of each year, reports "the amount and value of all property in the county, as classified by the county assessment rolls, and the value of each class; the total amount of taxes remitted by the county board of equalization; the state's share of the taxes remitted; the county's share of the taxes remitted; the rate of county taxes; and any other information requested by the state auditor. The statement shall be made in duplicate, upon forms provided by the state auditor, and as soon as prepared shall be transmitted, one copy to the state auditor and one copy to the commission" (UCA 59-2-325 (2000)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State tax commission reports, GRS-236.

AUTHORIZED: 03-01-1991

AGENCY: Davis County (Utah). County Controller

SERIES: 11661

TITLE: State Tax Commission reports

(continued)

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 11881

3

TITLE: State Treasurer deposit report

DATES: 1979.

ARRANGEMENT: Numerical by account number and file name

DESCRIPTION:

These are C-500 deposit forms used as receipts for deposits to the State Treasurer's office. Information includes account number, collection period, organization name, amount, total remittance, name and telephone number of person preparing form, authorized agent's name, and date.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the administrative need expressed by the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11662

3

TITLE: Subsidiary ledger and journal files

DATES: 1970-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 28675

3

TITLE: Successful bid proposals files

DATES: 2005-2020.

ARRANGEMENT: Alphabetical by name of vendor

DESCRIPTION:

These records support the agency's function to perform county-wide accounting services (Davis County Code 2.16.030 (2013)). Records document approved project bid proposals submitted by private vendors. Information includes the vendor's contact information as well as the initial and approved project costs and plans. Confidentiality agreements may also be included.

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.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
These records are critical in aiding the County in making efficient and fair financial decisions in procuring services, products, etc.

AGENCY: Davis County (Utah). County Controller

SERIES: 28675

TITLE: Successful bid proposals files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. 63G-2-305(1),(2),(6)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11652

4

TITLE: Tax abatement records

DATES: 1975-2006.

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

Forms used for backup information on disabled veterans receiving abatements on property taxes. Include name, mailing address and telephone number, birthdate, social security number, spouse's name, property serial number, and a notarized statement certifying status as a disabled veteran with an annual income of less than \$30,000 and a property owner.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

AGENCY: Davis County (Utah). County Controller

SERIES: 11643

1

TITLE: Tax deeds

DATES: 1896.

ARRANGEMENT: Numerical

DESCRIPTION:

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes on property that has been struck to the county. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" (UCA 59-2-1351(6) (1990)). A copy of any deed issued by the county auditor shall be recorded by the county auditor and a copy of the deed "shall be promptly sent to the State Land Board" (UCA 59-2-1351(5) (1990)). These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" UCA 59-2-1351.1(9)(b) (2000)). The deed issued by the county auditor "shall be recorded by the county recorder" (UCA 59-2-1351.1(9)(c) (2000)).

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 11643

TITLE: Tax deeds

(continued)

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy provided county recorder maintains official copy.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2024.

AGENCY: Davis County (Utah). County Controller

SERIES: 11663

3

TITLE: Tax distribution reports

DATES: 1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the monthly and yearly summary reports of appropriations of collected taxes by taxing districts.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax distribution reports, GRS-237.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11885

3

TITLE: Tax exempt properties records

DATES: 1993-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files include the original application and subsequent renewal forms. Applications that did not qualify for exemption are also included in these records.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11658

1

TITLE: Tax sales' minutes

DATES: 1965-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the actual sale of real property at tax sales. Includes the date, time and place of sale, names of persons conducting the sale, description of proceedings, listing of properties sold, amount of taxes owed, purchase price, and name(s) of purchaser.

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 permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11669

3

TITLE: Taxable value sum reports

DATES: 1935-2023.

ARRANGEMENT: Chronological

DESCRIPTION:

Annual reports sent by the county assessor to the county auditor and State Tax Commission to report on taxable values. These are two separate reports: report of the sum of taxable values by the county assessor (TC-697) submitted annually (June 1), and the report of reappraisal and factoring (TC-714) submitted after a reappraisal and factoring. Includes: county, year, taxing entity name, real, personal and centrally assessed property, total sum of taxable values, and signed and dated certification by county assessor. The Report of Reappraisal and Factoring includes county, year, taxing entity, increase or decrease in taxable value from reappraisal, increase or decrease in taxable value from factoring, and signed and dated certification of county assessor.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). County Controller

SERIES: 11669

TITLE: Taxable value sum reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2025.

AGENCY: Davis County (Utah). County Controller

SERIES: 11882

3

TITLE: Taxing entities proposed tax rate report

DATES: 1923-

ARRANGEMENT: Chronological, thereunder alphabetical by entity

DESCRIPTION:

Report forms submitted by individual taxing entities to the county auditor, reporting on desired tax levies for property taxes. Information is computed, compiled, sent to the State Tax Commission who retains them permanently. The report includes proposed tax rate worksheet (year, county, taxing entity, purpose of levy, value on tax rolls, adjustments, sum of evaluations, percentage of taxes collected (preceding five years average), adjusted sum of valuations, proposed tax rate, signed and dated certifications by taxing entity's authorized agent, and county auditor), a tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). County Controller

SERIES: 11882

TITLE: Taxing entities proposed tax rate report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11665

3

TITLE: Tentative budget working files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records support the agency's function to perform all countywide accounting services. Records document the county's tentative budget for the upcoming fiscal year. Information includes projected expenditures and income.

RETENTION:

Retain for 5 year(s)

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:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2015.

AGENCY: Davis County (Utah). County Controller

SERIES: 27233

1

TITLE: Time entry reports

DATES: 2002-2023.

ARRANGEMENT: by pay period then by department

DESCRIPTION:

This is a detailed weekly breakdown of hours worked and leave taken for each employee. This record is used to determine accurate pay for time worked, for audit purposes, and as an employee work history for retirement benefits. Information in the reports includes employee's name, identification number, and department, and a weekly breakdown of hours worked, leave taken, holidays, and comp. time.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently after administrative need ends.

Paper: Retain in Office permanently after being 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 permanently after administrative need ends.

APPRAISAL:

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

AGENCY: Davis County (Utah). County Controller

SERIES: 27233

TITLE: Time entry reports

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2023.

AGENCY: Davis County (Utah). County Controller

SERIES: 11120

3

TITLE: Time sheets

DATES: 1850-2024.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records document the agency's function to perform all countywide accounting services (Davis County Code 2.16.030 (2013)). Records document hours worked, and paid or unpaid permitted absence from work for county employees. Information includes employee's name and position.

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: For records beginning in 1850 through 2012. Retain in Office for 3 years and then destroy.

Computer data files: For records beginning in 2013 and continuing to the present. Retain in Office for 3 years and then delete.

APPRAISAL:

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

Retention is based on Utah Code 34-40-201(1990) as well as 29 CFR Part 516 (2015).

AGENCY: Davis County (Utah). County Controller

SERIES: 11120

TITLE: Time sheets

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(a)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2024.

AGENCY: Davis County (Utah). County Controller

SERIES: 11918

4

TITLE: Total property tax valuation report

DATES: 1898-1941.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 0.10 cubic feet.

DESCRIPTION:

Annual report submitted to the State Auditor for all corrected property tax valuations by the County Board of Equalization within Davis County. Includes date, dollar amount of property assessed for real estate, improvements on real estate, animals (horses, mules, cattle, swine), merchandise, machinery, personal property non-enumerated, property assessed by State Board of Equalization and reported to county auditor, total number of acres, amount assessed per acre, and signed county auditor certification. Appears similar to a report now submitted to the State Tax Commission (series 11660).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records to document property tax valuations.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11667

3

TITLE: Travel private vehicle usage files

DATES: 1980-1998.

ARRANGEMENT: Chronological

DESCRIPTION:

These are authorization forms for county officials or employees to use a private vehicle for county business when it is the most economical method of travel.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11666

3

TITLE: Travel reimbursement files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function to perform all countywide accounting services. These records document the reimbursement of employees for authorized travel. Information includes initial travel requests and authorizations as well as travel details and costs.

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:

Computer data files: Retain in Office for 4 years and then delete.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2020.

AGENCY: Davis County (Utah). County Controller

SERIES: 11668

4

TITLE: Valuation notices

DATES: 1975-

ARRANGEMENT: Chronological, thereunder numerical by tax identification number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Notices are mailed by the county auditor to "all owners of real estate" on or before July 22 of each year prior to the proposed increase of tax revenues (UCA 59-2-919(4)(1992)), to notify property owners of their proposed valuations. Information includes: year, tax district and serial number, property type, location, current and previous market values, name and address of owner, tax amounts for taxing entities if proposed budget adopted and no budget change made, date, time, and location of public budget meeting, total property tax, and explanation and instruction sheet explaining evaluation.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 1 year and then delete.

APPRAISAL:

These records have fiscal value(s).

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

AGENCY: Davis County (Utah). County Controller

SERIES: 11668

TITLE: Valuation notices

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). County Controller

SERIES: 11664

3

TITLE: Value and tax rate report

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Report of property tax adjusted values and tax rates after equalization, Auditor Year-end Report (233b), submitted to the State Tax Commission by March 1 of the following year. Includes date, county code, area code, tax rate, numbers and taxable values of all centrally assessed values (transportation and utilities), locally assessed values (residential, commercial, industrial, and agricultural real estate and mobile homes), relief values (veterans, blind, etc), and totals.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1993

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the department.

AGENCY: Davis County (Utah). County Controller

SERIES: 11664

TITLE: Value and tax rate report

(continued)

PRIMARY DESIGNATION:

Public