Retention and Classification Report

Agency: Tooele County (Utah). County Auditor (1800)

Tooele County Courthouse
47 South Main
Tooele, UT 84074

Records Officer: _____

29451	Budget
05413	Justice court reports
05436	Payroll distribution report
03542	Revenue bonds
05424	Time cards
29816	Tooele County Abatement Records
29817	Tooele County accounts payable and receivable
29845	Tooele County bond statements

AGENCY: Tooele County (Utah). County Auditor

SERIES: 29451 3
TITLE: Budget
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 administrative, and/or fiscal value(s).

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5413 3
TITLE: Justice court reports
DATES: ca. 1977-
ARRANGEMENT: Chronological, thereunder alphabetical by name of judge
ANNUAL ACCUMULATION: 1.50 cubic feet.
DESCRIPTION:

These monthly financial reports are submitted to the county auditor on monies collected by the two county justice courts (Wendover and Stansbury Park). The reports are used to reconcile records with monies actually collected. The Wendover court deposits monies collected in a local bank and attaches the bank deposit slip to the report, while the Stansbury Park court brings the money with the report to the county auditor's office and the auditor deposits monies into a county bank account. The reports include the name of the judge, name of defendant, charge, trial date, receipt number, fine imposed, amount suspended, fines collected (county and state), costs paid, and totals.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

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 record's administrative needs expressed by the county auditor. These records are not audited.

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5436 3
TITLE: Payroll distribution report
DATES: 1984-
ARRANGEMENT: Numerical by department number, thereunder alphabetical by employee name
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This computer report is a listing of county payroll by department. It is used to balance county books and to bill various outside agencies using county facilities (e.g., Housing Authority). The county pays the staff salaries of these outside agencies, but are later reimbursed by the agencies. The report includes employee number, employee name, gross salary, non-tax amount, benefit code, benefit number, and benefit amount.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1991

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the county auditor. This report is used for immediate reference and is not audited.

AGENCY: Tooele County (Utah). County Auditor

SERIES: 3542 3

TITLE: Revenue bonds

DATES: 1989-

ARRANGEMENT: alphabetical by subject of project

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These bonds are issued by the county commission and made payable solely from revenues attributable to extensions and improvements made to revenue producing facilities (UCA 11-14-17 to 11-14-17.5 (1989)). They are used to encourage industrial development within Tooele County. These bonds are issued for the development for the Utah Hazardous Waste Treatment Plant in Tooele County.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on the record's primary value to the agency to meet its administrative needs as expressed by the county clerk and UCA 11-14-14(c) (1989) which indicates that "any bonds or coupons which have been paid or cancelled may be destroyed."

AGENCY: Tooele County (Utah). County Auditor

SERIES: 5424 3
TITLE: Time cards
DATES: ca. 1978-
ARRANGEMENT: Chronological, thereunder alphabetical by employee name
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These cards document the hours worked by county employees. They are used to pay employees. The cards include employee's name and social security number, date, number of hours worked and leave taken, total hours, signature of employee, and signature of department head.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This retention is based on the administrative needs expressed by the county auditor and the previously approved 1990 Utah State General Retention Schedule (schedule 11, item 24) and the Utah Municipal General Records Retention 1990 (schedule 8, item 14).

AGENCY: Tooele County (Utah). County Auditor

SERIES: 29816 3
TITLE: Tooele County Abatement Records
DATES: 2000-
ARRANGEMENT: Chronological by year.
DESCRIPTION:

These records are used for granting exemption of property taxes for specific conditions. Information includes parcels owned, the abatement amount, and status.

RETENTION:

Permanent. Retain for 30 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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 27 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Auditor

SERIES: 29816
TITLE: Tooele County Abatement Records

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302 (1)(l)(2019).

AGENCY: Tooele County (Utah). County Auditor

SERIES: 29817 3
TITLE: Tooele County accounts payable and receivable
DATES: 2000-
ARRANGEMENT: Chronological by date received.
DESCRIPTION:

These are records related to monies collected, paid, or invested in the conduct of county business. Information may include bank records, invoices, revenue, expenses, and related accounting records.

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Tooele County (Utah). County Auditor

SERIES: 29845 1
TITLE: Tooele County bond statements
DATES: 2014-
ARRANGEMENT: Chronological
DESCRIPTION:

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, and/or fiscal value(s).