

## Retention and Classification Report

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

Tooele County Courthouse  
47 South Main  
Tooele, UT 84074

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

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

**SERIES:** 26453

1

**TITLE:** Audit reports

**DATES:** 1929-1932.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. Includes statements of receipts and disbursements and established funds of the county.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**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 1929 through 1932. Retain in State Archives permanently with authority to weed.

**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.

**PRIMARY DESIGNATION:**

Public

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

**SERIES:** 29451

**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).

3

**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:** 5438

3

**TITLE:** Road crew report

**DATES:** 1979-1987.

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee

**TOTAL VOLUME:** 5.00 cubic feet.

**DESCRIPTION:**

This was a report used by county road crews to record hours worked on Class "B" roads per account. Class "B" roads are "all public and streets within the state not designated as state highways which are situated outside of incorporated cities and towns, and such roads and streets situated within incorporated cities and towns that have been designated as county roads, and those public roads located within a national forest and constructed and/or maintained by the county under agreement with the appropriate federal agency" (UCA 27-12-22 (1990)). The report was used for accounting purposes. It includes date, name of employee, equipment used, operator's name, hours worked, account number, nature of work, and totals.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The reports are obsolete and should 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)(I)(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).