

Retention and Classification Report

Agency: Wasatch Integrated Waste Management District (Davis County, Utah) (2008)

P.O. Box 900
1997 East 3500 North
Layton, UT 84041-0900
801-614-5600

Records Officer: _____

15285	*Accounts payable
15281	*Accounts receivable
15282	Accounts receivable invoices
15286	Annual financial report
15275	*Bank statements
15288	Bond issue files
15279	*Check register
15292	*Contracts and agreements files (agreements less than \$2,000)
15291	*Contracts and agreements files (construction agreements)
15290	*Contracts and agreements files (significant agreements)
15283	General ledgers
15280	General subject files (policy and program development)
15289	*Insurance policy files
15287	Litigation files
15276	Policies and procedures
15313	Project files
15284	*Subsidiary ledger and journal files
15303	*Survey drawings
15277	System studies and report files
15278	System studies and report files (supporting documents)
15304	*Time and attendance report files

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15285

1

TITLE: Accounts payable

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15281

1

TITLE: Accounts receivable

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Accounts receivable have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15282

3

TITLE: Accounts receivable invoices

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

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

APPRAISAL:

These records have administrative value(s).
Accounts receivable invoices have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15286

1

TITLE: Annual financial report

DATES: 1984-

ARRANGEMENT:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally 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:

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

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Annual financial reports document the financial history of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15275

3

TITLE: Bank statements

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

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

APPRAISAL:

These records have administrative value(s).
Bank statements have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15288

3

TITLE: Bond issue files

DATES: 1990-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipality bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Bond issue files document the agencies financial decisions.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15288

TITLE: Bond issue files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15279

1

TITLE: Check register

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

This is a multi-columnar record with chronologically arranged entries of checks. Usually includes check number and amount of deposits per each account.

RETENTION AND DISPOSITION AUTHORIZATION:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Check registers have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15292

3

TITLE: Contracts and agreements files (agreements less than \$2,000)

DATES: 1992-2008.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15291

1

TITLE: Contracts and agreements files (construction agreements)

DATES: 1991-2008.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records document contracts for all engineering and construction projects undertaken by the municipality. They include payment records, reports, contracts, certificates, and related correspondence.

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 6 years after expiration of contract and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15290

3

TITLE: Contracts and agreements files (significant agreements)

DATES: 1990-2008.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Contracts and agreements have administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15283

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 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 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
General ledgers have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15280

3

TITLE: General subject files (policy and program development)

DATES: 1990-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). General subject files may provide historical information about the agency.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15280

TITLE: General subject files (policy and program development)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15289

3

TITLE: Insurance policy files

DATES: 1991-2008.

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

RETENTION:

Retain for 15 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy contracts, GRS-942.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after expiration of policy and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Insurance policy files have only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15287

3

TITLE: Litigation files

DATES: 1990-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files document lawsuits filed against the Redevelopment Agency concerning specific redevelopment projects. They contain related correspondence, research materials, copies of court files, copies of depositions, and attorneys' notes. Usually the city attorney maintains the record copy of all lawsuits.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Civil case files, GRS-2034.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
Litigation files have long term administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15276

3

TITLE: Policies and procedures

DATES: 1992-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: For records beginning in 1984 through 1994. Retain in Office until superseded and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Policies and procedures are kept permanently as a historical record of how an agency functioned.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15276

TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15313

1

TITLE: Project files

DATES: 1990-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipal projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction or repairs to additions to city buildings.

RETENTION:

Permanent. Retain for 7 year(s)

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: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records provide a historical record of construction projects.

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15313

TITLE: Project files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15284

1

TITLE: Subsidiary ledger and journal files

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as depositor payment 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:

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

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15303

1

TITLE: Survey drawings

DATES: 1984-2008.

ARRANGEMENT:

DESCRIPTION:

These are drawings of new surveys and resurveys of parcels of property containing horizontal control monuments. They are computed on a state plane grid coordinate and are used as a reference for measurements and deeds research. They include monuments, state plane grid coordinates, surveyor's notes, scale, legend, and north point.

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: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15277

1

TITLE: System studies and report files

DATES: 1990-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION:

Permanent. Retain for 7 year(s)

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: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
System studies are permanent based on Municipal General Schedule 1-25.

PRIMARY DESIGNATION:

Public

AGENCY: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15278

1

TITLE: System studies and report files (supporting documents)

DATES: 1992-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

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: Wasatch Integrated Waste Management District (Davis County, Utah)

SERIES: 15304

3

TITLE: Time and attendance report files

DATES: 1992-2008.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

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: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Public