

Retention and Classification Report

Agency: Green Hills Estates Water and Sewer Improvement District (Utah) (2053)

P.O. Box 453
Huntsville, UT 84317
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Records Officer: _____

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AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29920

3

TITLE: Accounts payable and receivable

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the financial transactions of the district and include invoices to and from the district, bank deposits and statements, and other miscellaneous financial transaction information.

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.

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29920

TITLE: Accounts payable and receivable

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah code 63G-2-305(2019)

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29919

3

TITLE: Contract records

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are contracts with governmental and non-governmental agencies for services rendered to the district. This series may also include related materials such as correspondence.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

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 1 year after expiration of contractual agreement and then transfer to State Records Center provided expiration of contractual agreement. Retain in State Records Center for 6 years after expiration of contractual agreement and then destroy.

Computer data files: Retain in Office for 7 years after expiration of contractual agreement and then delete.

APPRAISAL:

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

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29919

TITLE: Contract records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah code 63G-2-305(8)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29922

3

TITLE: Customer complaints and correspondence

DATES: 1983-

ARRANGEMENT: Chronological by date received.

DESCRIPTION:

These records are documented correspondence between the district and its customers and can include complaints, customer name and address changes, and notices.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Customer request or complaint records, GRS-1783.

AUTHORIZED: 08-24-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29926

3

TITLE: Financial audit records

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are published financial audits of Green Hills Water and Sewer District performed by outside agencies and/or third party investigators.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

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 for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records have historical value because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29918

3

TITLE: Meeting minutes

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain the meeting minutes and supporting documentation for the district's board and annual district meetings. Materials include written minutes as well as recordings of closed portions of open meetings. Recordings of open portions are not included in this schedule.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Audio cassettes: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The value of records is based on their usefulness for carrying out the agency's current business. They also provide evidence of significant policy formulation and business processes of the government.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29918

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(32)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29924

3

TITLE: Policies and procedures

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records include adopted policies and procedures for the district. Both current and previous versions of policies and procedures are included.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final action and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years after final action and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records provide evidence of significant policy formulation and business processes of the government.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29924

TITLE: Policies and procedures

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29946

3

TITLE: Public meeting recordings

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are the recordings of open and public meetings held by the district and/or the district's board. Closed portions of public meetings are not included.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting recordings, GRS-1712.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Audio cassettes: Retain in Office for 3 years and then destroy provided approval of minutes.

Compact disc: Retain in Office for 3 years and then destroy provided approval of minutes.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(e)(2018)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29921

3

TITLE: Routine correspondence

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records include routine administrative correspondence regarding daily operations, deficiencies, notices, and the public.

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 routine administrative correspondence, GRS-1760.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29925

3

TITLE: Surveys and maps

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the history of the geographic area of the district and include maps, land surveys, engineering studies, and supporting field notes.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Recorded surveys and index, GRS-384.

AUTHORIZED: 01-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Architectural drawings: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Maps: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29925

TITLE: Surveys and maps

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(8)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29928

3

TITLE: Water and sanitation surveys

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records contain surveys related to waste water management, sanitation, and other mandated services. They are used to create reports and determine compliance with state laws on water system health. They can include various reports, surveys, and related correspondence.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Cross connection control survey files, GRS-1118.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29928

TITLE: Water and sanitation surveys

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29923

3

TITLE: Water meter records

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document customer and well water meter reads done on a monthly basis and help determine billing and maintenance needs of individual meters.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

AUTHORIZED: 02-23-2021

FORMAT MANAGEMENT:

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

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

APPRAISAL:

These records have administrative value(s).

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29927

3

TITLE: Water quality analyses and remediation records

DATES: 1983-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document monthly and yearly water sample test results as required by the Utah Department of Environmental Quality. Records can include sample analyses, quality and compliance issues, corrective actions, lab results, and other related materials.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water sampling analyses records, GRS-1114.

AUTHORIZED: 02-25-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after superseded and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Green Hills Estates Water and Sewer Improvement District (Utah)

SERIES: 29927

TITLE: Water quality analyses and remediation records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.