

Retention and Classification Report

Agency: Intermountain Power Agency (Utah) (2073)

10653 South River Front Parkway
Suite 120
South Jordan, UT 84095
801-938-1320

Records Officer: _____

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AGENCY: Intermountain Power Agency (Utah)

SERIES: 11432

1

TITLE: Accounting correspondence

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11332

1

TITLE: Accounting issues Papers

DATES: undated

ARRANGEMENT: Alphabetical by title

DESCRIPTION:

These paper contain Studies, reports or memoranda regarding accounting methods or issues and their applicability.

RETENTION:

Retain for 2 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: Retain in Office for 2 years or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on administrative need.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11333

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Power sales billing.

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.

APPRAISAL:

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

This disposition is based on administrative need.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11354

3

TITLE: Administrative hearing transcripts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-304(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11459

3

TITLE: Adverse action files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against the employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversal of action; appeal of records, excluding letters of reprimand.

RETENTION:

Retain for 3 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11394

3

TITLE: Annual administrative and general budget files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files contain working papers used to assist in the preparation of municipal budgets and to justify budget requests presented to the city council. Includes departmental budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.

RETENTION:

Retain for 2 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 2 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11395

3

TITLE: Annual budget reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

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 Audited financial statements, GRS-1857.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11334

1

TITLE: Annual financial reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Annual financial reports including financial statements, trial balances, general ledger activity, accounts reconciliations, clearing reconciliations, etc.

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 for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
This disposition is based on administrative need.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11438

1

TITLE: Application documentation

DATES: undated

ARRANGEMENT: Numerical, thereunder alphabetical by name, file number 400 Treasury

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until end of project or program

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 until program is no longer in use and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected IPA created software/program(s)

SECONDARY DESIGNATION(S):

Public. All other software/program(s)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11392

3

TITLE: Audit administrative working papers file

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 1 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Until report is published

SECONDARY DESIGNATION(S):

Public. After report is published

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11364

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports with internal audit department participation containing the results of internal and external audits.

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 for 7 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on agencies need.

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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11387

3

TITLE: Audit work papers

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11483

1

TITLE: Authorized wage schedules

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and requests for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain for 1 year(s) after superseded

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 completion of second succeeding wage survey and then destroy.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1,2,3)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1,2)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11444

3

TITLE: Automobile titles

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records are proof of state ownership of the vehicle.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

AUTHORIZED: 11-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until vehicle is sold and then transfer to buyer.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11439

1

TITLE: Batch/data entry control forms

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Information on all batch or data entry records received by the mainframe.

RETENTION:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11449

3

TITLE: Biweekly payroll and deduction registers

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

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:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11335

1

TITLE: Bond resolution

DATES: undated

ARRANGEMENT: None

DESCRIPTION:
Authority for issuing bonds.

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 for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on agencies needs.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11437

3

TITLE: Bondholder relations correspondence

DATES: undated

ARRANGEMENT: None

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:

Retain until final action

DISPOSITION:

Destroy.

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 until bond is redeemed and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11336

3

TITLE: Bonds official files

DATES: undated

ARRANGEMENT: None

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:

Retain permanently

DISPOSITION:

May 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 3 years after bond expires and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This disposition is based on agencies need.

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11336

TITLE: Bonds official files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11337

1

TITLE: Bonds, notes and coupons

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the actual bonds and coupons redeemed throughout the lifetime of the bond.

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 redeemed by paying agency and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on agencies need.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11396

1

TITLE: Budget policy files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.

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 7 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11398

1

TITLE: Cartographic files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These maps document the layout of all parks, recreational facilities, and golf courses. They are used for planning purposes.

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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11350

3

TITLE: Cash books

DATES: undated

ARRANGEMENT: None

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 4 years after close of fiscal year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on agencies need

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11400

3

TITLE: Checks lost

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Legal documentation explaining and justifying a lost warrant, so that a new one can be issued.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Warrant/check - lost, GRS-1837.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11422

3

TITLE: Coal and transportation contracts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files which document transactions of more than \$10,000 and construction contracts exceeding \$2,000. The files include contract, requisition, purchase order and lease records, correspondence and related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s) after expiration of contractual agreement

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 7 years after contract termination or completion and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11486

1

TITLE: Commendation files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Letters of commendation received by agency which impart important information or observations about agency programs or operations, but which do not belong in an individual's personnel file.

RETENTION:

Permanent. Retain for 5 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 Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11424

3

TITLE: Committee and conference files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records documenting the establishment, the organization, membership, and activities of committees and other staff non-policy making groups to handle problems or issues within an governmental entity. They usually include agenda, internal memoranda, notes, and informal minutes.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11487

3

TITLE: Complaint/informant files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Whistle-blower, fraud and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis for an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

RETENTION:

Retain for 7 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Complaint investigation files, GRS-1969.

AUTHORIZED: 05-01-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Until resolved

SECONDARY DESIGNATION(S):

Public. After resolved

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11440

1

TITLE: Computer hardware maintenance records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records documenting the service, repair, and inspection of computer hardware (mainframes, mini and micro computers), which also include service/maintenance agreements.

RETENTION:

Retain for 1 year(s) after disposition of asset

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 disposal of equipment and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11413

1

TITLE: Contract appeals case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Case files consisting of notices of appeal and acknowledgments, correspondence between parties, contracts copies, plans, specifications, exhibits, change orders and amendments, transcripts of hearings, documents received from parties concerned, final decisions, and other related records.

RETENTION:

Permanent. Retain for 5 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 Archives with authority to weed.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2) (2021)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11414

3

TITLE: Contracts with other utilities

DATES: undated

ARRANGEMENT: None

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:

Retain for 7 year(s) after expiration of contractual agreement

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 7 years after contract expires and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(3) (2021)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11461

3

TITLE: Employees performance appraisals, personnel files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11433

3

TITLE: Executive correspondence

DATES: undated

ARRANGEMENT: None

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. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11391

3

TITLE: Executive workload working papers files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 1 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11499

3

TITLE: Federal Regulatory Commission reports

DATES: 1989-

ARRANGEMENT: Alphabetical, legal opinion file number 53

DESCRIPTION:

These are the formal legal opinions written by city attorneys in response to requests received from various municipal departments in the course of municipal business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting office or department.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Formal opinion records, GRS-1722.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11448

3

TITLE: Garnishments records (assignment and attachments)

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain for 3 year(s) after resolution of issue

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 after end of garnishment and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11338

3

TITLE: General and subsidiary ledgers

DATES: undated

ARRANGEMENT: None

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:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11450

3

TITLE: Income tax exemptions and withholdings certificates

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Form which records the number of exemptions an employee claims against his payment of income tax and any additional withholding from his paycheck, such as IRS Form W-4 and similar tax exemption forms.

RETENTION:

Retain for 4 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule W-4 income tax withholdings certificates, GRS-1881.

AUTHORIZED: 04-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after form is superseded or until termination of employe and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11363

3

TITLE: Incoming document log

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records which provide detailed information on incoming and/or outgoing documents, data, and other communications that require distribution or action.

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:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11423

3

TITLE: Independent auditor's reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

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.

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11423

TITLE: Independent auditor's reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11488

1

TITLE: Indexes and check lists

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to Public Relations Files.

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11489

3

TITLE: Information access requests files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under UCA 63-2-85.2. Files contain original request, copy of the agency reply granting or denying access to all records requested, and all related supporting documents including those resulting from an appeal of the agency's decision. These files may also contain agency responses to requests for nonexistent records; to requesters who provide inadequate descriptions; and those who fail to pay agency reproduction fees. These files exclude the official file copy of the records requested but may include a copy thereof.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after final agency action and then destroy.

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11489

TITLE: Information access requests files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11490

3

TITLE: Information request files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files relate only to requests by individuals "contesting the accuracy or completeness" of records containing information on themselves as provided by UCA 63-2-603 (2008). Includes the individual's request to amend and/or review, agency approval or denial of the request, statements of disagreement, agency justification for refusal to amend a record, subsequent appeals of the agency's decision, and related materials.

RETENTION:

Retain for 2 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after agreement to amend or in accordance with r.r. sch. and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11451

3

TITLE: Insurance deduction files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.

RETENTION:

Retain for 3 year(s) after separation

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 after separation of employee and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11442

1

TITLE: Insurance records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These reports are used for the reference and generation of claim files.

RETENTION:

Retain for 12 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: Retain in Office for 12 years and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11401

3

TITLE: Interdepartmental billings

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are accounting documents that request the transfer of funds between departments for services rendered or materials purchased.

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:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11393

3

TITLE: Investment administrative working papers file

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 1 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11351

1

TITLE: Investor tour information files

DATES: 1994-

ARRANGEMENT: Chronological, file Number 20

DESCRIPTION:

These files contain information pertaining to site and facilities that are being offered for investment purposes.

RETENTION:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 12161

1

TITLE: IPA refunding scenarios records

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are trustee and/or paying agent related records. Included are book entries, statements and payment confirmations.

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: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11463

3

TITLE: Job applicant records - hired

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office until transferred to personnel file.

PRIMARY DESIGNATION:

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

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11340

3

TITLE: Journal vouchers and entries

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

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

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 Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).
This disposition is based on agencies need

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11497

3

TITLE: Key accountability files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files relating to accountability for keys issued, including keys to maximum security areas.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Disaster plan records, GRS-2022.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11415

1

TITLE: Leasing contract files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Building or equipment leases and related records documenting agreements, services, and payments.

RETENTION:

Retain for 4 year(s) after expiration of contractual agreement

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 4 years after contract expires and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11453

3

TITLE: Leave summary report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.

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 after report is made of official agency personnel file and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11465

1

TITLE: Letters of employee commendation

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Letters of employee commendation and appreciation, recognizing length of service, retirement, or performance.

RETENTION:

Retain until final action

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 until placed in agency personnel file.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11466

1

TITLE: Merit employee appraisal of unacceptable performance

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Appraisals of unacceptable performance and all related documents, except a Notice of Proposed Action for Unacceptable Employee Performance which is issued but not effected.

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: Retain in Office for 5 years after as part of agency personnel file and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11468

1

TITLE: Merit promotion case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records relating to the promotion of an individual that document qualification standards or the evaluation of candidates, excluding any records that duplicate information in the promotion plan or in other personnel records.

RETENTION:

Retain for 2 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 2 years after personnel action and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11425

3

TITLE: Minute books of the IPA committees

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Permanent. Retain until administrative need ends

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 until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11425

TITLE: Minute books of the IPA committees

(continued)

PRIMARY DESIGNATION:

Protected

Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11397

1

TITLE: Monthly budget reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.

RETENTION:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11402

3

TITLE: Monthly cash receipts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are receipts issued for money received into entity accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid

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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11341

1

TITLE: Monthly financial reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are monthly accounting reports. They include outstanding reports, amortization reports, and earning reports.

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: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

This disposition is based on administrative need.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11484

3

TITLE: Natural disaster and damage survey of buildings

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Survey and analysis of damage done to public buildings during natural disasters.

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 Natural disaster and damage survey of public buildings, GRS-1784.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11416

3

TITLE: Other contracts and agreements

DATES: undated

ARRANGEMENT: none

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:

Retain for 7 year(s) after expiration of contractual agreement

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 7 years after contract expires and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11403

3

TITLE: Pay requests

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are requests from entities to pay vendors.

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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11455

3

TITLE: Payroll register

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Display of earnings, deductions, and taxes, providing net income, 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.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11498

3

TITLE: Payroll tax reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports relating to income and social security taxes.

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.

PRIMARY DESIGNATION:

Private

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11428

1

TITLE: Permits

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

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: Intermountain Power Agency (Utah)

SERIES: 11344

3

TITLE: Personnel accounting administrative files

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based on agencies needs

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11469

3

TITLE: Personnel action notifications

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Division of Human Resource Management (DHRM) Form 33 documents initial employment, promotion, transfers to or from agency, separation, and all other individual personnel actions. Prior to 1988 these records were microfilmed by the Division of Personnel Management. Beginning in 1988 this information is maintained on the Human Resource Management automated system.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Notification of personnel actions, GRS-1937.

AUTHORIZED: 06-11-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11471

3

TITLE: Personnel files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. When an employee transfers to another state agency, the official personnel file must be sent to the new agency.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after death or retirement and then destroy.

PRIMARY DESIGNATION:

Private UCA 63G-2-301 (1c,2o)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1b)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11472

1

TITLE: Personnel management rules

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Document which outlines policies and procedures to be followed by state agencies in the administration of the state human resource management system.

RETENTION:

Permanent. Retain until superseded

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 until superseded and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1,2,3)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1,2)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11345

3

TITLE: Petty cash records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

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:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11473

3

TITLE: Position change report and authorizations

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

Documents used to create new positions, abolish old ones and change existing state employee positions. Common name DHRM 9.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Position analysis records, GRS-167.

AUTHORIZED: 07-02-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1,2,3)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1,2)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11474

1

TITLE: Position classification survey reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Survey reports on various positions prepared by classification specialists, including periodic reports.

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:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11475

1

TITLE: Position descriptions

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files describing established positions including information on title, series, grade, duties, and responsibilities.

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.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11493

1

TITLE: Press service files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Press service teletype news and similar materials.

RETENTION:

Retain for 3 month(s)

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 3 months and then destroy.

APPRAISAL:

These records have historical value(s).

Press releases document an agency's activities and history and provide ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11417

3

TITLE: Professional contractual agreement files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files document the professional contractual agreements between an agency and professional individual or between agencies for temporary services. The files include contract, requisition, purchase order, including correspondence and related records.

RETENTION:

Retain for 4 year(s) after resolution of issue

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 7 years after last payment and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(2) (2021)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11495

3

TITLE: Public relation events

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, etc.

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 Public presentations files, GRS-2004.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11494

3

TITLE: Public relations files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, etc.

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 Public presentations files, GRS-2004.

AUTHORIZED: 02-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11368

3

TITLE: Publications

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11405

3

TITLE: Real property sale files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Records necessary or convenient for the use of real property sold, donated, or traded to non-state ownership.

RETENTION:

Permanent. Retain for 6 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Real property files, GRS-1403.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after a deed of sale is recorded and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11406

3

TITLE: Records of deposits with banks and others

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into municipal 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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11476

3

TITLE: Recruitment files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Correspondence, letters, telegrams, offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11429

1

TITLE: Reports to members

DATES: undated

ARRANGEMENT: None

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:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11477

1

TITLE: Requests for approval of overtime

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Requests for approval, which is required by the Department of Human Resource Management and Fair Labor Standards for overtime compensation.

RETENTION:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11430

1

TITLE: Resolutions

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (2010)).

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11430

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11352

3

TITLE: Restricted yield information files

DATES: undated

ARRANGEMENT: Chronological by bond issue

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:

Retain permanently

DISPOSITION:

May 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 until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

These records have administrative value(s).
This disposition is based on agencies need

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11352

TITLE: Restricted yield information files

(continued)

PRIMARY DESIGNATION:

Protected Until issued

SECONDARY DESIGNATION(S):

Public. After issued

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11347

3

TITLE: Revenue bonds

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These bonds are issued by the city council payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-306 (2006)).

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 Municipal revenue bonds, GRS-791.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).
This disposition is based on agency administrative need

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11496

1

TITLE: Revenue summaries

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11383

1

TITLE: Routine activity schedules

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Routine materials containing no substantive information, regarding daily activities such as meetings, appointments, telephone calls, and other employee activities.

RETENTION:

Retain until administrative need ends

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 until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

SECONDARY DESIGNATION(S):

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11349

3

TITLE: Safe deposit box listing

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

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

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 administrative value(s).
This disposition is based on agencies administrative need

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11478

1

TITLE: Salary and wage survey file

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Survey reports on various positions prepared by classification specialists. It compares salary ranges, benefits, education and experience required.

RETENTION:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11346

1

TITLE: Securities owned records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

RETENTION:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s). This disposition is based on agencies administrative need.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11421

3

TITLE: Service contracts

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain for 7 year(s) after resolution of issue

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 7 years after final payment and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11485

1

TITLE: Space utilization reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Reports on the amount of floor space in agency buildings, number of rooms, and the capacity.

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:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11501

3

TITLE: Special or periodic reports

DATES: unknown

ARRANGEMENT: Alphabetical by department

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11479

1

TITLE: Standards of conduct files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.

RETENTION:

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11500

3

TITLE: State Auditors reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Report prepared by internal or external auditors as a result of a financial audit.

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11384

1

TITLE: Statistics reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends

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 until no longer needed and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11407

1

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Case files on sales of surplus personal property (including those transactions deviating from standard procedures), comprising invitations, bids acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain for 6 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: Retain in Office for 6 years or until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11502

3

TITLE: Tax records (benefit plans)

DATES: unknown

ARRANGEMENT: Alphabetical

DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11457

3

TITLE: Taxable wage earning reports

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports relating to income and social security taxes.

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.

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11410

3

TITLE: Telecommunications service files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matter.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Telecommunications service records, GRS-1754.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11431

1

TITLE: Titles, franchises, and licenses files

DATES: 1993-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

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 for 6 years after final non-appealable regulatory order and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11480

3

TITLE: Training aids

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

One copy of each syllabus, manual, textbook, and any other training materials created by the agency.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until training program is complete and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (1,2,3)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (1,2)

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11436

3

TITLE: Transmittal correspondence

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(4)(2022).

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11348

3

TITLE: Triennial report files

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11447

3

TITLE: Vehicle registration certificates

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Copies of legal registrations required by law to be maintained with each car.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vehicle ownership records, GRS-16558.

AUTHORIZED: 11-18-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until vehicle is sold and then transfer to buyer.

PRIMARY DESIGNATION:

Public

AGENCY: Intermountain Power Agency (Utah)

SERIES: 11481

3

TITLE: Verification of employment eligibility

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

Employment documentation required to comply with the Immigration Reform and Control Act, 1986.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

AUTHORIZED: 08-01-2016

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(4)(2022).