

Retention and Classification Report

Agency: Kearns Improvement District (Utah) (2081)

P.O. Box 18608
5350 West 5400 South
Kearns, UT 84118
801-968-1011

Records Officer: _____

29557	Board meeting minutes
29558	District scrapbook(s)
29678	Payroll employee wage history records

AGENCY: Kearns Improvement District (Utah)

SERIES: 29557

3

TITLE: Board meeting minutes

DATES: 1958-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are minutes of regular, special and emergency meetings of the Board of Trustees for the Kearns Improvement District. Records are kept in accordance with Utah Code 52-4-203(2) (2017) and 52-4-206(3) (2010). Records may also included the agenda and supporting documentation.

RETENTION:

Retain permanently

DISPOSITION:

May 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 permanently.

Computer data files: Retain in Office permanently.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Records document the decisions made by the agency and are valuable for historical research.

AGENCY: Kearns Improvement District (Utah)

SERIES: 29557

TITLE: Board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(32)(2017)

AGENCY: Kearns Improvement District (Utah)

SERIES: 29558

3

TITLE: District scrapbook(s)

DATES: 1952-

ARRANGEMENT: Chronological by item type.

DESCRIPTION:

These records document the activities of the District or individual District departments. They include photographs, newspaper clippings, flyers, program notes, brochures and other items pertaining to city activities and actions and reactions of the District's citizens.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Scrapbooks, GRS-2051.

AUTHORIZED: 06-01-1991

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These records are of historical value as they document the activities of the District.

PRIMARY DESIGNATION:

Public

AGENCY: Kearns Improvement District (Utah)

SERIES: 29678

1

TITLE: Payroll employee wage history records

DATES: 1986-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records document an employee's cumulative salary and are needed for retirement purposes. Information includes employee details, department and position information, earnings, deductions, and related records.

RETENTION:

Retain for 65 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 65 years and then destroy.

Computer data files: Retain in Office for 65 years and then delete.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the office for retirement purposes, and the legal appraisal based on Utah Code 49-11-602(2) (2017).

PRIMARY DESIGNATION:

Private