

Retention and Classification Report

Agency: North Fork Special Service District (Utah) (2115)

RR #3 Box B1 (Sundance)
8838 N Alpine Loop Road
Provo, UT 84604
801-225-7263

Records Officer: _____

29833	Financial reports
29832	Meeting minutes

AGENCY: North Fork Special Service District (Utah)

SERIES: 29833

3

TITLE: Financial reports

DATES: 1982-

ARRANGEMENT: Chronological by report date.

DESCRIPTION:

These records contain the published financial audits and long-term budget reports associated with North Fork Special Service District.

RETENTION:

Retain permanently

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 until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 4 years.

APPRAISAL:

These records have historical value(s).

These records are considered historical because they provide evidence of the financial operation of the special service district.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.

AGENCY: North Fork Special Service District (Utah)

SERIES: 29832

3

TITLE: Meeting minutes

DATES: 1977-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the activities of the board for North Fork Special Service District. Financial, personnel, public, and private issues are discussed as well as routine operations and procedures.

RETENTION:

Retain permanently

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 need ends and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: North Fork Special Service District (Utah)

SERIES: 29832

TITLE: Meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2021.