

## Retention and Classification Report

**Agency:** South Valley Water Reclamation Facility (Utah) (2175)

7495 South 1300 West  
West Jordan, UT 84088  
801-566-7711

**Records Officer:** \_\_\_\_\_

13769	Accounts payable
13761	Accounts payable checks
13764	Accounts receivable
13765	Accounts receivable invoices
13778	Annual budget
13777	Annual financial reports
13776	Audit reports
13762	Bank statements and hand checks
13775	Budget background records
13774	Budget estimates and justification files
13773	Budget reports
13755	Building plans and specs
13766	Check register
26568	Construction project files
13757	Construction reports
13758	Contracts and agreements files
13756	Deeds and easements files
13772	Disposition records
13760	Employees retirement records
13763	Expense checks
13771	Fixed asset files
13767	General ledgers
13754	Grant records
13779	Laboratory operation manuals
13780	Laboratory purchase orders
27193	Laboratory records
13781	Maintenance equipment manuals
13785	Maintenance purchase order log
13784	Maintenance purchase orders
13786	Monitoring wells report
13768	Personnel purchase orders

27186	Pretreatment user files
27197	Purchasing contract records
13759	Retirement records
27187	Safety training records
27188	Solids disposal waste manifests
13770	State treasurer's accounting statements
13782	Vehicle maintenance records
13783	Work orders

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13769

3

**TITLE:** Accounts payable

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13761

3

**TITLE:** Accounts payable checks

**DATES:** 1991-

**ARRANGEMENT:**

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13764

3

**TITLE:** Accounts receivable

**DATES:** 1992-

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13765

3

**TITLE:** Accounts receivable invoices

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

**AUTHORIZED:** 08-27-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13778

3

**TITLE:** Annual budget

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May 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 permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13777

1

**TITLE:** Annual financial reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire agency or a specific department. These reports usually include a statement on the value of all agency owned property, and an accounting of all income and expenditures in relationship to the final budget.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public



**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13776

3

**TITLE:** Audit reports

**DATES:** 1989-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**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.

**APPRAISAL:**

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

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13762

3

**TITLE:** Bank statements and hand checks

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13775

3

**TITLE:** Budget background records

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records are used to assist in the preparation of department budget requests presented to the city council.

**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:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13774

3

**TITLE:** Budget estimates and justification files

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.

**RETENTION:**

Retain for 5 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 4 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13773

3

**TITLE:** Budget reports

**DATES:** 1991-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

**RETENTION:**

Retain for 4 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 4 years and then destroy.

**APPRAISAL:**

These records have fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13755

1

**TITLE:** Building plans and specs

**DATES:** 1981-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or government agencies applying for a building permit for the construction of government buildings. The specifications are compiled by the architect for use by the contractor to complete detail work providing type, grade, brand of materials to be used, and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, contractor, and government agency. They are used for determining code compliance and the enforcement of building codes. The plans are usually arranged by permit number or address.

**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:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13766

3

**TITLE:** Check register

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 26568

1

**TITLE:** Construction project files

**DATES:** 1979-

**ARRANGEMENT:** Numerical by project number, thereunder chronological by date.

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

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

**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 permanently.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records reflect the historical value of the planning, design, and construction of municipally-owned facilities and structures.



**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 26568

**TITLE:** Construction project files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 62-2-304 (1),(2)(a),(36)

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13757

3

**TITLE:** Construction reports

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports are a monthly summary of construction and demolition activity in terms of permits, cost, and housing units. They are created from information compiled from the permit invoices and show the comparison to the same month for the previous two years. They are used for statistical analysis of current development trends. This information is submitted to both the U.S. Census Bureau and Utah Bureau of Economic and Business Research.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Construction statistical reports, GRS-995.

**AUTHORIZED:** 06-01-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13758

3

**TITLE:** Contracts and agreements files

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the professional service agreements for temporary services between any municipal agency and professional individuals, or between agencies. They include the service agreement and other related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13756

3

**TITLE:** Deeds and easements files

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Deed records, GRS-735.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13772

1

**TITLE:** Disposition records

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are either forms or records completed by municipal agencies when municipal property is disposed of either by public auction, competitive bidding, or destruction. Includes date, department name, description of item, value, disposition method, and reason, condition, and approval signature.

**RETENTION:**

Retain for 3 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 3 years after disposition of property and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13760

3

**TITLE:** Employees retirement records

**DATES:** 1979-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports and register control documents relating to an employee's retirement.

**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:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13763

3

**TITLE:** Expense checks

**DATES:** 1985-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13771

3

**TITLE:** Fixed asset files

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fixed asset records, GRS-73.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13767

3

**TITLE:** General ledgers

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**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 and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13754

1

**TITLE:** Grant records

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13779

1

**TITLE:** Laboratory operation manuals

**DATES:** undated

**ARRANGEMENT:** Alphabetical

**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 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 annual review or until equipment is disposed of and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13780

1

**TITLE:** Laboratory purchase orders

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 27193

1

**TITLE:** Laboratory records

**DATES:** 2003-

**ARRANGEMENT:** chronologically by record creation date

**DESCRIPTION:**

Mandated by EPA governing authority "National Environmental Laboratory Conference" (NELAP). These records are copies of all written, printed, and electronic records, including but not limited to bench sheets, instrument strip charts or printouts, data calculations, and ata reports, resulting from the analysis of PT samples, PT study report foms, and accreditation audits.

**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 legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13781

1

**TITLE:** Maintenance equipment manuals

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical

**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 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 annual review or updated and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13785

3

**TITLE:** Maintenance purchase order log

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13784

1

**TITLE:** Maintenance purchase orders

**DATES:** 1990-

**ARRANGEMENT:** Chronological by work order date

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**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:**

Public



**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13786

1

**TITLE:** Monitoring wells report

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13768

1

**TITLE:** Personnel purchase orders

**DATES:** 1992-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 27186

1

**TITLE:** Pretreatment user files

**DATES:** 1988-

**ARRANGEMENT:** alphabetically by category thereunder alphabetically by user name

**DESCRIPTION:**

The pre-treatment user files include all of the information necessary to monitor, report and bill pre-treatment users. Documents include the application for permit, permit, annual reports, sampling reports, invoices, copies of checks, best management plans, correspondence, notices, and any other related information. These files are maintained according to requirements outlined in CFR 403.12.

**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 legal value(s).

**PRIMARY DESIGNATION:**

Exempt

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 27197

3

**TITLE:** Purchasing contract records

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical

**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 expiration of contract or disposition of equipment and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13759

3

**TITLE:** Retirement records

**DATES:** 1979-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are reports and register control documents relating to an employee's retirement.

**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:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 27187

1

**TITLE:** Safety training records

**DATES:** 1999-

**ARRANGEMENT:** alphabetical by type of training

**DESCRIPTION:**

These files include safety meeting agendas, notes, minutes, reference materials, and attendance logs. They are maintained by our Safety/Security Coordinator.

**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 no longer valid and then destroy.

Digital Versatile Disk - Read Only: Retain in Office for 2 years or until no longer valid and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 302-2-302(1)(f)

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 27188

1

**TITLE:** Solids disposal waste manifests

**DATES:** 2000-

**ARRANGEMENT:** Chronologically

**DESCRIPTION:**

These are copies of manifests reflecting the solid waste disposed at landfill sites. Manifests are collected and data from then is used in various other reports. Information on the manifests includes the manifest number, date, gross weight, tare weight, net weight, driver name, and truck number.

**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 value(s).

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13770

3

**TITLE:** State treasurer's accounting statements

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State treasurer's pooled investment reports, GRS-827.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13782

3

**TITLE:** Vehicle maintenance records

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Vehicle maintenance records, GRS-1873.

**AUTHORIZED:** 08-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Valley Water Reclamation Facility (Utah)

**SERIES:** 13783

1

**TITLE:** Work orders

**DATES:** 1990-

**ARRANGEMENT:** Chronological by work order date

**DESCRIPTION:**

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

**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