

Retention and Classification Report

Agency: Summit County Service Area #3 (Utah) (2186)

7215 North Silver Creek Rd.
Park City, UT 84098
435-649-9535

Records Officer: _____

29689	Audited financial statements
29688	Board of trustee meeting minutes

AGENCY: Summit County Service Area #3 (Utah)

SERIES: 29689

3

TITLE: Audited financial statements

DATES: 1990-

ARRANGEMENT: Chronologic

DESCRIPTION:

A plan of financial operations for a fiscal year which includes estimates of proposed expenditures for given purposes and the proposed means of financing them.

RETENTION:

Permanent. Retain for 4 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 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Disposition based on the value of these records in documenting agency finances, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Summit County Service Area #3 (Utah)

SERIES: 29688

3

TITLE: Board of trustee meeting minutes

DATES: 1990-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the minutes of the board of trustees for Summit County Special Service Area #3. The minutes include the substance of all matters proposed, discussed, or decided, and a record, by individual member, of any votes taken.

RETENTION:

Permanent. Retain until administrative value has been met

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 for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by Utah Code 52-4-203 (2018). Records may also include agenda and other supporting documentation.

AGENCY: Summit County Service Area #3 (Utah)

SERIES: 29688

TITLE: Board of trustee meeting minutes

(continued)

PRIMARY DESIGNATION:

Public