

Retention and Classification Report

Agency: Timpanogos Special Service District (Utah) (2202)

P.O. Box 923
American Fork, UT 84003
801-756-5231

Records Officer: _____

27418	Accounte receivable
29913	Accounts Receivable
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27436	Time and attendance reports

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 27418

1

TITLE: Accounte receivable

DATES: 1980-

ARRANGEMENT: Alphabetical by custommer surname

DESCRIPTION:

These records tract the revenue of the district and are used to verify debts owed to the district. The records validate budget revenues and receivable balances. They contain billings prepared by the district and supporting information.

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 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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 27417

1

TITLE: Accounts payable

DATES: 1979-

ARRANGEMENT: Alphabetical by vendor name

DESCRIPTION:

These records are used to pay the district's bills and validate budget expenditures. They validate bills that have been paid. The records include copies of checks, invoices, purchase orders, requisitions and receiving reports. Correspondence with vendors and computer generated reports may also be included.

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 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, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 29913

3

TITLE: Accounts Receivable

DATES: 1979 -

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records document the monies billed and collected by the District. They also document the transactions with vendors and can include names, addresses, phone numbers, and email addresses.

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 State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

These records have fiscal value(s).

Fiscal

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 29913

TITLE: Accounts Receivable

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 29912

3

TITLE: Cash receipting

DATES: 1979-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document outgoing cash-only transactions completed by the agency and are kept separate from accounts receivable transactions.

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 State Records Center. Retain in State Records Center for 3 years and then destroy.

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

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 29912

TITLE: Cash receipting

(continued)

SECONDARY DESIGNATION(S):

Private. Utah code 63G-2-302(2d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2020.

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 22128

3

TITLE: Personnel files

DATES: 1979-

ARRANGEMENT: Alphabetical by crew name, thereunder numerical by position number

DESCRIPTION:

These files are the official employment files for all municipal employees. Included are employment files, applications, time records, training certificates, salary, position, divers license information, 401k enrollment, life insurance information, physical information, work-comp forms, medical information. Also these files usually include the correspondence, credential files, letters of commendation, leave history, work performance, 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: 08-29-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 22128

TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 22131

3

TITLE: Pretreatment user file

DATES: 1984-

ARRANGEMENT: Alphabetical by user name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files are collected and maintained to administer the Pretreatment Program as specified by federal regulation (40 CFR 403) to pretreat waste and sewage water before it leaves the business or industrial location. These files include industrial user sample data, user address, permit application and permit, sample manhole information, grease trap data, notice of violations, industrial process information, and user correspondence.

RETENTION:

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

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after industrial user is out of business and then transfer to Agency Record Center. Retain in Agency Record Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 22131

TITLE: Pretreatment user file

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. These files could contain trade secrets of a processing and financial nature about the business.

Private. These files could contain information about individuals that would be considered private.

AGENCY: Timpanogos Special Service District (Utah)

SERIES: 27436

3

TITLE: Time and attendance reports

DATES: 1979-

ARRANGEMENT: Chronological by pay period ending date

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

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

SECONDARY DESIGNATION(S):

Private