

Retention and Classification Report

Agency: Uintah County (Utah). County Auditor (2253)

Uintah County-Utah State Bldg.
147 East Main
Vernal, UT 84078
435-781-5362

Records Officer: _____

13532	Abatement applications
13531	Abatement card index
13533	Abatement register
13517	Accounts payable
13540	Accounts receivable
13567	Accounts receivable
13541	Accounts receivable invoices
13520	Annual audits
13521	Annual budget
25410	* Annual financial and auditor's annual reports
13607	Assessed valuation register
13534	Assessed valuation register (locally and centrally)
13536	Board of Equalization minutes
29452	Budget
13522	Budget apportionment files
13523	Budget background records
13524	Budget estimates and justification files
13525	Budget reports
13608	Cash bail records
13603	Certified tax rate worksheets
13539	Deed files
13605	District year-end taxable values reports
13565	Employee wage record
13537	Equalization files
13526	General ledgers
13528	Income tax files
13529	Income tax forms (W-9 forms)
13569	Insurance application forms
13547	Inventory reports
13887	Investment debt payments

13604	Loan disbursements records
13606	Local sales and use, transient room, food service, and touri
13891	Payroll check copy
13550	Physical inventory data sheets
13571	Pre-warrant register
13564	Sales and use tax return
13595	State Treasurer deposit report
13527	Subsidiary ledger and journal files
13542	Surplus property case files
13568	Surplus property files
13535	Tax deeds
13538	Tax sale minutes
13570	Time sheets
13519	Vendor list
13516	Vouchers
13562	W-2 forms
13561	Wage garnishment
13563	Wage survey files
13518	Warrant registers
10569	Warrants and payments for miscellaneous invoices
13557	Workers compensation claim files

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13532

3

TITLE: Abatement applications

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are used for granting exemption of property taxes for disability, aged, veteran status or extreme hardship. The actual numbers and types of abatements vary according to size of the auditor's office. These files contain applications forms completed by taxpayers requesting tax exemption of property tax. Includes applicant's name, address, birth date, age, social security number; the property serial number; name of county; a series of questions concerning financial situations; numbers of acres; computation of household income; the notarized signatures of applicant and applicant's spouse; all necessary supporting documentation; and action taken. Since abatement records are historically valuable, the retention of these records is dependent upon which records are created by the office.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Tax abatement records, GRS-225.

AUTHORIZED: 12-04-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13532

TITLE: Abatement applications

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. applicant's name, amount of exemption, property tax serial number, number of acres

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13531

1

TITLE: Abatement card index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This card index describes property held by applicants for tax abatements. It is used to reference information on persons receiving tax relief. Includes serial numbers, names of applicant, address, value of property exempt, amount of exemption, date of approval and approving initials.

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: Uintah County (Utah). County Auditor

SERIES: 13533

1

TITLE: Abatement register

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This computer printout lists the names of persons receiving tax exemptions because of disability, age, veteran status or extreme hardship. The register also lists all parcels owned and the amount of abatement, and status (widow, orphan, veteran, indigent, blind or disabled).

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 superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13517

3

TITLE: Accounts payable

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are used to pay county bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13540

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13567

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13541

3

TITLE: Accounts receivable invoices

DATES: undated

ARRANGEMENT:

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.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13520

3

TITLE: Annual audits

DATES: 1916-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the county's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1990)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1990)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13520

TITLE: Annual audits

(continued)

PRIMARY DESIGNATION:

Public

UCA 51-2-3(3) (1990)

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13521

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3 (14) (1990)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1990)).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 25410

3

TITLE: Annual financial and auditor's annual reports

DATES: 1932-1948.

ARRANGEMENT: Chronological by year.

DESCRIPTION:

The budget is a "plan for financial operations for a fiscal year, embodying estimates for proposed expenditures for given purposes and the means of financing the expenditures" (UCA 17-36-3(14) (1995)). "On or before the 15th day of the last month of each fiscal year, the governing body by resolution shall adopt the budget which, subject to further amendment, shall thereafter be in effect for the next fiscal year. A copy of the final budget, and of any subsequent amendment thereof, shall be certified by the budget officer and filed with the state auditor not later than thirty days after its adoption" (UCA 17-36-15 (1995)).

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 10 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 25410

TITLE: Annual financial and auditor's annual reports

(continued)

APPRAISAL:

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

Records have historical and fiscal value as they document the activities and findings of the County Auditor.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13607

3

TITLE: Assessed valuation register

DATES: 1900-

ARRANGEMENT: Numerical by serial number, thereunder district number

DESCRIPTION:

This register lists all assessed valuations in the county.
Includes the owner's name and address, serial number, district number, and property's assessed value.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessed property valuation register, GRS-229.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13534

3

TITLE: Assessed valuation register (locally and centrally)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This register lists all assessed valuations in the county. Includes the property serial number, name and address of owners, and assessed value of property. In some counties the assessor and treasurer maintain the record copy while auditor only has a copy.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Assessed property valuation register, GRS-229.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13536

1

TITLE: Board of Equalization minutes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the minutes of the Board of Equalization. The County Commission serves as the Board of Equalization determining tax relief measures in the county. The minute books are not a recording of the proceedings of the board meetings, but rather a list of the decisions affecting taxation (both abatements and increases) made by the board. It is used to document the tax abatements given by the board to the indigent, the aged, the disabled (and their widows), and veterans (and their widows). Includes the book, page, line numbers, and letters of the assessment roll, the name of the person, lots affected, a description of the property affected (block or section, plat, township, and range), the amount abated or increased (the assessed value of the estate, improvements, and personal property), the total amount abated, and any relevant remarks.

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: Uintah County (Utah). County Auditor

SERIES: 29452

3

TITLE: Budget

DATES: 2017-

ARRANGEMENT: none

DESCRIPTION:

These records are used to document the intended appropriation of funds. Information may include budget requests, proposals, and reports documenting the status of appropriations.

RETENTION:

Retain until administrative need ends

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:

APPRAISAL:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13522

3

TITLE: Budget apportionment files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.

RETENTION:

Retain for 5 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.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13523

3

TITLE: Budget background records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the county commission.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13524

3

TITLE: Budget estimates and justification files

DATES: undated

ARRANGEMENT:

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 7 years and then destroy.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13525

3

TITLE: Budget reports

DATES: undated

ARRANGEMENT:

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:

These records are in Archives' permanent custody.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13608

3

TITLE: Cash bail records

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document the receipt of bail for persons arrested in the county. The bail is then deposited into the Agency Trust Fund and then distributed to judges or the courts (district, circuit, justice). The records include the arrestee's name, bail amount, court, precinct, date, county, and name of person receiving bail.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the office.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13608

TITLE: Cash bail records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13603

3

TITLE: Certified tax rate worksheets

DATES: ca. 1986-

ARRANGEMENT: Alphabetical by taxing entity

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These report forms are submitted by individual taxing entities to the county auditor reporting on desired tax levies for property taxes. The information is computed, compiled, and then sent to the State Tax Commission on computer disk. This information is retained for seven years by the State Tax Commission (series 6610). It includes proposed tax rate worksheet (year, county, taxing entity, purpose of levy, value on tax rolls, adjustments (valuation of personal property, appeals, any redevelopment agency adjustments, total adjustments, sum of evaluations, percentage of taxes collected (preceding five years average), adjusted sum of valuations, proposed tax rate, a signed and dated certification by taxing entity's authorized agent, and a signed and dated certification by county auditor), tax rate summary, a certified tax rate worksheet, and a budget affidavit.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State tax commission reports, GRS-236.

AUTHORIZED: 03-01-1991

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the department.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13603

TITLE: Certified tax rate worksheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13539

3

TITLE: Deed files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the county purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds (quit claim, warranty, May tax sale), policies of title insurance, notices of tax sale, abstracts of titles prepared by the county recorder and statements of delinquencies. The county clerk shall "execute under his seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county pursuant to resolutions of the board of county commissioners" (UCA 17-20-4(2)(1990)).

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: Uintah County (Utah). County Auditor

SERIES: 13605

3

TITLE: District year-end taxable values reports

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

This report documents property tax adjusted values and tax rates after equalization. It is submitted to the State Tax Commission by March 1 of the following year. It is used by the State Tax Commission "before July 7" to equalize the assessment of the taxable property of the several counties of the state for the purpose of taxation" in accordance with UCA 59-2-1009 (1993). The report includes date, county code, area code, tax rate, numbers and taxable values of all centrally assessed-values (transportation and utilities) and locally-assessed values (residential, commercial, industrial, and agricultural real estate and mobile homes), relief values (veterans, blind, etc), and totals. The State Commission maintains its copy for 7 years (Series 6610).

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Auditor
SERIES: 13605
TITLE: District year-end taxable values reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13565

3

TITLE: Employee wage record

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. salary, job position

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13537

3

TITLE: Equalization files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files document the activities of the Board of Equalization. Includes copies of agenda, valuation notices, appraisal reports, notices of adjustment, and lists of appeals.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Board of Equalization records, GRS-234.

AUTHORIZED: 05-18-2021

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. market value adjustments

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13526

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1990). 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:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13528

3

TITLE: Income tax files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. gross income

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13529

3

TITLE: Income tax forms (W-9 forms)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

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: Uintah County (Utah). County Auditor

SERIES: 13569

3

TITLE: Insurance application forms

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

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.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Private

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13547

3

TITLE: Inventory reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are listings of all county 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: Uintah County (Utah). County Auditor

SERIES: 13887

3

TITLE: Investment debt payments

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These quarterly bank statements report the status of all investments made by the county with the specific banking institution. They are used to track investments to determine whether return is sufficient to retire the debt extended (i.e., sinking fund). It includes date, account number, administrative officer's name, previous investment balance, receipts since previous statement, disbursements since last statement, transfers and other investment changes, statement balance, lists of assets (units held, description, federal tax basis, actual cost, market value, estimated annual income, and increase of percent of market value), and a summary list of assets (property type, federal tax basis, actual cost, market value, market percent, estimated annual income, and yield market).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the office.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13887

TITLE: Investment debt payments

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13604

3

TITLE: Loan disbursements records

DATES: 1991-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These records document the disbursement of funds from the State Community Impact Board (CIB). The CIB makes funds available that are "received by the state from federal mineral lease revenues . . . to be used for the alleviation of social, economic, and public finance impacts resulting from the development of natural resources in the in the state" (UCA 9-4-301 (1993)). The CBI makes low interest (one-half percent) loans available to "state agencies and to subdivisions which are or may be socially or economically impacted, directly or indirectly, by mineral resource development for: planning, construction and maintenance of public facilities, and provision of public facilities" (UCA 9-4-305 (1993)). The county commission requests funds for specific projects (i.e., multi-use building at the fairgrounds). If project is approved, funds are then deposited in a Trust Fund Account in a local bank. The private contractor submits bills to the Trust Account. These records include copies of contractor billings and a bank disbursement report showing the amount and purpose of the disbursement.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13604

TITLE: Loan disbursements records

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13606

3

TITLE: Local sales and use, transient room, food service, and tourism tax summaries report

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This monthly report is created by the State Tax Commission and is sent to county auditors. It is used to verify the receipt of sales taxes owed to the county from businesses located within the county. This report includes a statewide transient room revenue tax summary, and both a detailed and summary sales and use tax accounts for Uintah County. The transient room revenue tax summary includes month and year, county name, total tax distributed, administrative fee amount, final amount distributed, any balance owed county, total amount paid, balance forwarded, and grand totals. The summary report includes month and year, a summary of amounts of direct and indirect sales and use taxes collected, fees and administrative costs, and amounts distributed. The detailed report is divided into tax categories (uniform local sales and use tax, transient room tax, restaurant tax, tourism fund tax accounts reported and distributed). The reports include filing frequency code, account number, outlet number, business name and address, filing period, credits, vendor discount, and business telephone number.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13606

TITLE: Local sales and use, transient room, food service, and tourism tax summaries report

(continued)

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

PRIMARY DESIGNATION:

Protected

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13891

3

TITLE: Payroll check copy

DATES: ca. 1900-

ARRANGEMENT: Alphabetical by employee's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are the actual copies of each individual payroll check. They serve as backup when there are questions concerning payroll checks and are used for reference purposes. They include employee's name, payroll check number, social security name, issue date, ending date, identification number, exemption status, resource description, rate summary, hours summary, gross pay, description of deductions for pay period, and year to date totals, and benefits for pay period and year to date.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal needs expressed by the county.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13891

TITLE: Payroll check copy

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13550

3

TITLE: Physical inventory data sheets

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the annual inventory of county equipment, supplies and other items owned or administered by the county.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13571

3

TITLE: Pre-warrant register

DATES: 1970-

ARRANGEMENT: Chronological, thereunder numerical by warrant number
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13564

3

TITLE: Sales and use tax return

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales and to remit the amounts collected and due to the state (e.g. county recreational facilities).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13595

3

TITLE: State Treasurer deposit report

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms accompany deposits to the State Treasurer's office for fees collected for the Children's Trust and Displaced Homemaker Funds as part of the marriage license fees. They serve as a receipt for deposits. They include depositor document number, collecting organization's name and address, collection period, accounting distribution organization and account codes, organization name, amount collected, total remittance, preparer's name and telephone number, authorizing judge or agent and date.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1994

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13595

TITLE: State Treasurer deposit report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13527

1

TITLE: Subsidiary ledger and journal files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit payments amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

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.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13542

3

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain for 6 year(s) after case is closed

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 6 years after after final payment and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13568

3

TITLE: Surplus property files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the sale of surplus county property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain for 6 year(s) after final action

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 6 years after final payment and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13535

1

TITLE: Tax deeds

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These deeds are issued by the county auditor conveying property to purchasers of real property sold for delinquent taxes. "The county auditor may, in the name of the county, execute deeds conveying in fee simple all property sold at public sale to the purchaser and to attest this with the auditor's seal. Deeds issued by the county auditor . . . shall [include] the total amount amount of all the delinquent taxes, penalties, interest and administrative costs which were paid in for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, and when executed and delivered by the auditor" (UCA 59-2-1351(6) (1990)). A copy of any deed issued by the county auditor shall be recorded by the county auditor and a copy of the deed "shall be promptly sent to the State Land Board (UCA 59-2-1351(5) (1990)).

RETENTION:

Retain for 10 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 10 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13538

1

TITLE: Tax sale minutes

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are the minutes of the actual sale of real property at tax sales. Includes the date, time and place of sale, names of persons conducting the sale, description of proceedings, listing of properties sold, amount of taxes owed, purchase price, and name(s) of purchaser.

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: Uintah County (Utah). County Auditor

SERIES: 13570

3

TITLE: Time sheets

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

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:

This disposition is based on

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. hours worked

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13519

3

TITLE: Vendor list

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is a list of vendors providing goods and services to the county. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vendor list, GRS-190.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then destroy.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13516

1

TITLE: Vouchers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is an official authorization to pay on a claim or bill.
Includes name of department fund, check number, date, amount of
claim, transmittal sheet number, 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.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13562

3

TITLE: W-2 forms

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain records on individual employee's income taxes. Include returns on income taxes such as IRS Form W-2, reports of withheld federal taxes, such as IRS Form W-3 with related papers, and reports relating to income and social security taxes.

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: Uintah County (Utah). County Auditor

SERIES: 13561

3

TITLE: Wage garnishment

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees and attached to employees earnings.

RETENTION:

Retain for 3 year(s) after resolution of issue

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 after end of garnishment and then destroy.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13563

3

TITLE: Wage survey files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Wage survey files, GRS-142.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13518

3

TITLE: Warrant registers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

AGENCY: Uintah County (Utah). County Auditor

SERIES: 10569

1

TITLE: Warrants and payments for miscellaneous invoices

DATES: 1900-

ARRANGEMENT: Numerical by warrant number

DESCRIPTION:

The actual warrant or check cut from a warrant request. Warrants must be drawn "on the county treasurer in favor of all persons entitled thereto in payment of all claims and demands chargeable against the county, which have been legally examined and allowed and ordered paid by the board of county commissioners" (UCA 17-19-3 (1990)).

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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 4 years and then destroy.

Microfilm duplicate: Retain in Office for 4 years and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Uintah County (Utah). County Auditor

SERIES: 13557

3

TITLE: Workers compensation claim files

DATES: 2012-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See Utah Code 34A-2 for Workers' Compensation Act.

RETENTION:

Retain for 10 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Digital image: Retain in Office for 75 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1) (2017)

SECONDARY DESIGNATION(S):

Public. Utah Code 63G-2-301(1)(b) (2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2017.