Retention and Classification Report

Agency: Davis County (Utah). Davis Park Golf Course (Fruit Heights) (2489)

Davis Park Golf Course
1074 E Nichols
Fruit Heights, UT 84037-2608
801-544-0401

Records Officer: _____

27863 Golf course receipts

AGENCY: Davis County (Utah). Davis Park Golf Course (Fruit Heights)

SERIES: 27863 3
TITLE: Golf course receipts
DATES: 2009-
ARRANGEMENT: chronological by date, thereunder by transaction number
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Davis County operates two county-owned golf courses. These receipts are issued for money received into county golf course accounts. These receipts are issued to patrons as proof of funds received and are maintained by the county for audit purposes. Information includes name, date of payment, code identifying type of transaction, transaction number, amount paid, form of payment may include last four digits of credit card number.

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:

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

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

APPRAISAL:

These records have fiscal value(s).

AGENCY: Davis County (Utah). Davis Park Golf Course (Fruit Heights)

SERIES: 27863
TITLE: Golf course receipts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2021.