

Retention and Classification Report

Agency: Emery County (Utah). County Auditor (2530)

Emery County Courthouse
75 East Main, PO Box 907
Castle Dale, UT 84513
435-381-3550

Records Officer: _____

29443	Budget
85255	*Payroll register
13081	Tax valuations

AGENCY: Emery County (Utah). County Auditor

SERIES: 29443

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: Emery County (Utah). County Auditor

SERIES: 85255

4

TITLE: Payroll register

DATES: 1958-1979.

ARRANGEMENT: Chronological thereunder alphabetical by surname of employee.

DESCRIPTION:

Each employee is placed on a payroll register which records the amount of their earnings within a given pay period. The information is broken down into several categories that show federal or state taxes withheld, worker compensation, social security, and other payroll deductions. The record also reflects the net payment to the employee. The register functions as central control for expended payroll funds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: Emery County (Utah). County Auditor

SERIES: 13081

3

TITLE: Tax valuations

DATES: 1981-

ARRANGEMENT: none

DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the county commission, city councils, school boards, and special district directors. Includes the names of the government entity, year, purpose of levy, legal authorization, mills levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

RETENTION:

Retain for 2 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 or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 1 year and then destroy.

Microfilm duplicate: Retain in Office for 1 year and then destroy.

AGENCY: Emery County (Utah). County Auditor

SERIES: 13081

TITLE: Tax valuations

(continued)

PRIMARY DESIGNATION:

Public