

## Retention and Classification Report

**Agency:** Ogden (Utah). Department of Management Services (2821)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 22922

3

**TITLE:** Employee earnings records

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphabetical by employee's last name

**DESCRIPTION:**

These records are printouts of employee earnings and deductions.

**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.

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)

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 22923

3

**TITLE:** Employees earnings registers

**DATES:** 1971-1972.

**ARRANGEMENT:** Alphabetical by last name

**DESCRIPTION:**

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 5315

3

**TITLE:** Financial Report

**DATES:** 1912-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)). Holdings from about 1916 to 1932 were prepared by the City Auditor while those from about 1961 to 1966 were prepared by an outside auditor hired by the city and overseen by the Director of Finance.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently 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, policies, and function.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 5315

**TITLE:** Financial Report

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 24127

1

**TITLE:** Liability risk management case files

**DATES:** ca. 1982-

**ARRANGEMENT:** Alphabetically by last name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain for 20 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 transfer to Agency Record Center. Retain in Agency Record Center for 16 years and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305 (17&18)(2008).

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 25490

3

**TITLE:** Policy and program correspondence

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Business-related messages which provide unique information about agency functions, policies, procedures, or programs. These records document the deliberations and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23466

3

**TITLE:** Projects and policies files

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23466

**TITLE:** Projects and policies files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 23467

1

**TITLE:** Reading files

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

**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 or until administrative need ends and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Ogden (Utah). Department of Management Services

**SERIES:** 17978

3

**TITLE:** Time sheets

**DATES:** 1980-

**ARRANGEMENT:** Chronological by payroll ending date

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal 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:**

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

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(1)(f) (2008)