

Retention and Classification Report

Agency: St. George (Utah). Department of Administrative Services (2823)

175 East 200 North
St. George, UT 84770
435 634-5800

Records Officer: _____

24628	Annual audit reports
17963	*Beer licensing application files
24626	Cemetery records
27751	*City volunteer background checks
18029	Deeds files
18030	*Election ballots
17989	*Emergency and other personal leave files
11075	*Employee benefit enrollment application file
17969	*Employee earnings history files
17990	*Employee history card
17991	*Employee performance files
17997	*Employee warning files
11074	*Employment applications (hired)
17998	*Employment applications (not hired)
18004	*Employment eligibility records (I-9)
17946	*Feasibility studies
17993	*Grievance and disciplinary files
24629	*Incorporation papers
18000	*Interview records
17965	*License registers
18013	*Medical and dental insurance claim files
18001	*Merit employee performance-related records
17949	*Notary bonds
24627	Ordinances and resolutions
17994	*Personal injury files
17995	*Personnel files
17948	Policies and procedures manuals
18007	*Promotional files
18049	*Public customer deposit cards
11076	*Risk Management incident reports
17955	*Travel reimbursement files

17954	*Travel reimbursement requests
17957	*Travel- private vehicle usage files
17980	*Worker's compensation claim files

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24628

3

TITLE: Annual audit reports

DATES: 1926-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality'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 (1997)). 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)(a) (1997)).

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 Audit records, GRS-1727.

AUTHORIZED: 10-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24628

TITLE: Annual audit reports

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17963

3

TITLE: Beer licensing application files

DATES: 1982.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files contain completed applications to obtain licenses for selling beer within municipal boundaries per local ordinances. Applicants are also required to file a cash or corporate bond "conditioned upon the licensee's faithful compliance" (UCA 32A-10-205(2) (1997)).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of application and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17963

TITLE: Beer licensing application files

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24626

3

TITLE: Cemetery records

DATES: 1862-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

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 Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

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

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24626

TITLE: Cemetery records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 27751

3

TITLE: City volunteer background checks

DATES: 2008-2015.

ARRANGEMENT: chronological by year thereunder alphabetical by name

DESCRIPTION:

The records in this series are created to protect the public. The records are used to verify background information on city volunteers. The series contains criminal history and background investigations.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

AUTHORIZED: 04-01-2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
UCA 78B-4-103 provides that an entity is not liable for the acts or omissions of volunteers unless the entity knew or should have known of the volunteer's unfitness to provide the services.

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18029

3

TITLE: Deeds files

DATES: undated

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are the original deeds which provide evidence of city ownership of property. Includes name, addresses of grantor or grantee, description of property, date property was transferred to grantor. Usually filed alphabetically by name of property.

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

SECONDARY DESIGNATION(S):

Private. names, addresses, tax information and telephone numbers

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18030

1

TITLE: Election ballots

DATES: ca. 1900.

ARRANGEMENT: Alphabetical by district

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (2007)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

RETENTION:

Retain for 22 month(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 22 months after the election or until time has expired for a contest of the results and then destroy.

PRIMARY DESIGNATION:

Exempt UCA 20A-4-202 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17989

3

TITLE: Emergency and other personal leave files

DATES: 1995.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Emergency and other personal leave files, GRS-889.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 11075

3

TITLE: Employee benefit enrollment application file

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

RETENTION:

Retain until superseded or until separation

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 until superseded or 3 after separation and then destroy.

PRIMARY DESIGNATION:

Private Ordinance 6-3-1992, 1-20-13 (1), and UCA 63G-2-302 (1)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17969

3

TITLE: Employee earnings history files

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

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 Employee wage history records, GRS-1905.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of employee and then to personnel file and then transfer to Agency Record Center. Retain in Agency Record Center for 65 years after date of employment or until 3 years after death or retirement.

PRIMARY DESIGNATION:

Private

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17969

TITLE: Employee earnings history files

(continued)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17990

3

TITLE: Employee history card

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION:

Retain for 7 year(s) after 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 7 years after separation and then destroy.

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17991

3

TITLE: Employee performance files

DATES: ca.1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17997

3

TITLE: Employee warning files

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completes acceptable performance review and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 11074

3

TITLE: Employment applications (hired)

DATES: undated.

ARRANGEMENT: None

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17998

3

TITLE: Employment applications (not hired)

DATES: 1988.

ARRANGEMENT: Chronological, thereunder alphabetical by name

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18004

3

TITLE: Employment eligibility records (I-9)

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION:

Retain for 3 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

AUTHORIZED: 08-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of hire or until 1 year after date the individual's employment ends and then destroy.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17946

3

TITLE: Feasibility studies

DATES: undated.

ARRANGEMENT:

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain for 5 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of study and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(21) and UCA 63G-2-305(10) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17993

3

TITLE: Grievance and disciplinary files

DATES: 1989.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(o) (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24629

1

TITLE: Incorporation papers

DATES: 1981.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the constitution, bylaws and all amendments to city charters approved by the State Legislature (Constitution of Utah, Article XI, Section 5).

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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18000

3

TITLE: Interview records

DATES: 1988.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records described in 29 CFR 1602.14 (1992) relating to interviews with prospective employees. They include correspondence, reports, lists of questions, notes, and test scores.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after hiring decision is made and then destroy.

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17965

1

TITLE: License registers

DATES: 1993.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

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.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18013

3

TITLE: Medical and dental insurance claim files

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Medical and dental insurance claim files, GRS-946.

AUTHORIZED: 11-01-2011

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18001

3

TITLE: Merit employee performance-related records

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of appraisal and then destroy.

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17949

3

TITLE: Notary bonds

DATES: 1970.

ARRANGEMENT: Chronological

DESCRIPTION:

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (2003)).

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Municipal notary bonds, GRS-792.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of bond and then destroy.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 Application form

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24627

1

TITLE: Ordinances and resolutions

DATES: 1862-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 after being microfilmed.

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

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

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 24627

TITLE: Ordinances and resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17994

3

TITLE: Personal injury files

DATES: ca. 1900-2018.

ARRANGEMENT: Chronological, there under alphabetical

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 5 year(s)

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:

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

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2018.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17995

3

TITLE: Personnel files

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, 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: St. George (Utah). Department of Administrative Services

SERIES: 17995

TITLE: Personnel files

(continued)

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 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17948

3

TITLE: Policies and procedures manuals

DATES: 1988-

ARRANGEMENT: Alphabetical by subject

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:

Retain permanently

DISPOSITION:

May 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.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)(11) (2008)

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18007

3

TITLE: Promotional files

DATES: ca. 1900.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are tests taken by municipal employees to determine eligibility for promotion. They include the actual tests, answer keys, individual test scores, and the results from oral interviews.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Promotional tests, GRS-923.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 18049

1

TITLE: Public customer deposit cards

DATES: 1980.

ARRANGEMENT: Chronological

DESCRIPTION:

These cards provide a record of customers required to pay a deposit to receive service. They include date, amount of deposit, name and address, account number, date signed, date account closed, and amount of deposit confiscated and reason.

RETENTION:

Retain for 3 year(s) after final action

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 after account is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 11076

1

TITLE: Risk Management incident reports

DATES: undated.

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain for 20 year(s) after case is closed

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 20 years after case is closed and then destroy.

PRIMARY DESIGNATION:

Protected Ordinance 6-3-1991, 1-20-15 (21), and UCA 63G-2-305 (23)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17955

1

TITLE: Travel reimbursement files

DATES: 1980.

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by name

DESCRIPTION:

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17954

1

TITLE: Travel reimbursement requests

DATES: 1980.

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by name

DESCRIPTION:

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17957

1

TITLE: Travel- private vehicle usage files

DATES: 1980.

ARRANGEMENT: Chronological by fiscal year, thereunder alphabetical by name

DESCRIPTION:

These are authorization forms for municipal officials or employees to use a private vehicle for municipal business when it is the most economical method of travel.

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2022.

AGENCY: St. George (Utah). Department of Administrative Services

SERIES: 17980

3

TITLE: Worker's compensation claim files

DATES: ca. 1900-1995.

ARRANGEMENT:

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 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:

Paper: Retain in Office for 10 years after final settlement and then destroy.

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)