

## Retention and Classification Report

**Agency:** St. George (Utah).\$bDepartment of Leisure Services (2826)

, UT

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

20080	*Golf course financial records
18031	*Parks and recreation reservation records

**AGENCY:** St. George (Utah). Sports and Recreation

**SERIES:** 20080

3

**TITLE:** Golf course financial records

**DATES:** 1964.

**ARRANGEMENT:** Alphabetical by golf course name, thereunder chronological by budget year  
**DESCRIPTION:**

These records document the ongoing budgeting for the four city golf courses. They are used to track revenues and expenditures. They include receipts, bank statements, budget reports, accounts payable, accounts receivable, and purchase orders.

**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:** 09/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after close of each budget year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
This disposition is based on the administrative and financial needs expressed by the city.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** St. George (Utah). Sports and Recreation

**SERIES:** 18031

1

**TITLE:** Parks and recreation reservation records

**DATES:** 1988.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

**RETENTION:**

Retain for 1 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 1 year and then destroy.

**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.