

Retention and Classification Report

Agency: Snyderville Basin Special Recreational District (Utah) (2915)

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Records Officer: _____

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AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30851

3

TITLE: Agency history

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document the organization and reorganization of Snyderville Basin Recreation. Information includes history, functional information, geographical boundaries, organizational files and related records.

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 Agency history records, GRS-1723.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years after administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30851

TITLE: Agency history

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2) (2023)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30848

3

TITLE: Audit records

DATES: 1996-

ARRANGEMENT: Chronological

DESCRIPTION:

These are audit records summarizing Basin Recreation's programs, operations, productivity, performance, and compliance, and examining and verifying the entity's' financial activities for the year.

RETENTION:

Permanent. Retain for 10 year(s)

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 until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years after administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30848

TITLE: Audit records

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-301(3)(q) (2020)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30845

3

TITLE: Board Meeting Minutes

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

Approved meeting minutes of Snyderville Basin Recreation District. Contained in or with the minutes shall be the substance of all matters proposed, discussed, or decided, and votes taken (Utah Code 52-4-203(2014)). This retention schedule includes agendas, notices, any public materials distributed or presented during the meeting, as well as meeting packets or other documents in final form distributed to body members prior to or during the meeting in order to provide context for matters proposed, discussed, or decided. May include public and non-public materials.

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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years after administrative need ends and then transfer to State Archives with authority to weed.

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30845

TITLE: Board Meeting Minutes

(continued)

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(e) (2020)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30847

3

TITLE: Bond records

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

Official files regarding authority to issue bonds (general obligation or revenue). Records may include Indenture of Trust, leases, authorizing resolutions, offering documents, certificates, specimen bonds, and related records.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond official transcripts, GRS-1799.

AUTHORIZED: 12-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30847

TITLE: Bond records

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e) (2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(b) (2023)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30846

3

TITLE: Development, project, and construction plans

DATES: 1998-

ARRANGEMENT: Chronological by project

DESCRIPTION:

Final plans and specifications for approved and constructed buildings, facilities, roads, and bridges. These records document the construction of new buildings, facilities, and infrastructure as well as renovation of owned buildings and rented buildings.

RETENTION:

Permanent. Retain for 40 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Government construction as-built plans and specifications, GRS-1789.

AUTHORIZED: 11-08-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because they provide evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30846

TITLE: Development, project, and construction plans

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2) (2023)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30849

3

TITLE: Employee history

DATES: 1993-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These records document the application, hiring, cumulative salary, and employment with a governmental entity of all personnel, including all records necessary to calculate benefits. Information may include employee details, department and position information, earnings, deductions, and other records.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Employment history records, GRS-1965.

AUTHORIZED: 01-26-2023

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after date of hire and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

Computer data files: Retain in Office for 65 years after date of hire and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30849

TITLE: Employee history

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(b) (2020)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(g) (2023)

AGENCY: Snyderville Basin Special Recreational District (Utah)

SERIES: 30850

1

TITLE: Impact fee reports

DATES: 2014-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the monthly and yearly summary reports of impact fees collected by Snyderville Basin Recreation. If the impact fees are not used within six years, they are returned to those who paid them.

RETENTION:

Retain for 6 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 transfer to State Records Center. Retain in State Records Center for 5 years or until disposition of asset and then destroy.

Computer data files: Retain in Office for 6 years or until disposition of asset and then delete.

APPRAISAL:

These records have fiscal value(s).

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(e) (2020)