Retention and Classification Report

Agency: Provo (Utah). Energy Department (3036)

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Records Officer: _____

25250	Annual reports
13501	Utilities department annual and quarterly audit

AGENCY: Provo (Utah). Energy Department

SERIES: 25250 3
TITLE: Annual reports
DATES: 1940-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are reports on program activities and accomplishments of the Provo City Power (Department of Utilities) for the previous year. They include statistics, narrative reports, graphs, diagrams and several photographs. There are letters of transmittal from the Electric, Water and Waste Removal Departments and broken done summaries of the Electric Department in particular. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101(7)(2017) and 9-7-208(4)(2006).

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 Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have historical value(s).

Publications which document agency history and functions have ongoing research value.

AGENCY: Provo (Utah). Energy Department

SERIES: 25250
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Provo (Utah). Energy Department

SERIES: 13501 3
TITLE: Utilities department annual and quarterly audit
DATES: 1940-
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:

Retain permanently

DISPOSITION:

May 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.

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

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

AGENCY: Provo (Utah). Energy Department

SERIES: 13501
TITLE: Utilities department annual and quarterly audit

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)