

Retention and Classification Report

Agency: Greater Salt Lake Municipal Services District (Utah) (4319)

2001 South State Street
N1-110
Salt Lake City, UT 84114

Records Officer: _____

30037	Administration records
30089	Municipal bonds
30088	Municipal financial records
30039	Planning and development services records
30087	Salt Lake County financial records

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30037

3

TITLE: Administration records

DATES: 2019-

ARRANGEMENT: Chronological by year, thereunder alphabetical by title

DESCRIPTION:

These are the permanent records of the Municipal Service District and include meeting agendas, minutes, ordinances, resolutions, and reports.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government ordinances and indexes, GRS-49.

AUTHORIZED: 11-06-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are considered historical because they provide evidence of governmental deliberations, decisions, and actions relating to major social, economic, and environmental issues.

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30037

TITLE: Administration records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(32) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2018.

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30089

3

TITLE: Municipal bonds

DATES: 2014-

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These records are used by Planning & Development Services to create bonds for projects. Information includes personal identification, address, scope, and contracting records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

RETENTION JUSTIFICATION:

These records are following the State ap/ar schedule because the agency requested that they be kept for a longer period of time than the 4 years for local ap/ar. They are a newer agency once under Salt Lake County and would like to keep these records for audit purpose.

PRIMARY DESIGNATION:

Protected 63G-2-305(3)&(4) (2020)

SECONDARY DESIGNATION(S):

Public

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30088

3

TITLE: Municipal financial records

DATES: 2016-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records are the financial information for the Salt Lake County Metro Townships and the Town of Brighton.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

RETENTION JUSTIFICATION:

These records are following the State ap/ar schedule because the agency requested that they be kept for a longer period of time than the 4 years for local ap/ar. They are a newer agency once under Salt Lake County and would like to keep these records for audit purpose.

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30088

TITLE: Municipal financial records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(3)&(4) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30039

3

TITLE: Planning and development services records

DATES: 2019-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These records document the planning and development services of the Municipal Service District.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Adopted comprehensive development plans, GRS-653.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

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

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30039

TITLE: Planning and development services records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(6)(7) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2018.

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30087

3

TITLE: Salt Lake County financial records

DATES: 2008-2018

ARRANGEMENT: Alphabetical.

DESCRIPTION:

These Salt Lake County financial records are used to research budgets, reports, and information written by Randy Allen.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Error - Time Period Type does not exist.

APPRAISAL:

These records have fiscal value(s).

RETENTION JUSTIFICATION:

These records are following the State ap/ar schedule because the agency requested that they be kept for a longer period of time than the 4 years for local ap/ar. They are a newer agency once under Salt Lake County and would like to keep these records for audit purpose.

PRIMARY DESIGNATION:

Public

AGENCY: Greater Salt Lake Municipal Services District (Utah)

SERIES: 30087

TITLE: Salt Lake County financial records

(continued)

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(3)&(4) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2021.