

Retention and Classification Report

Agency: Utah Housing Corporation

2479 Lake Park Boulevard
West Valley City, UT 84120

Records Officer: Rhonda Pregeant

13868 Operating fund check vouchers and paid invoices

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

David C. Damschen

Chief Administrative Officer (print)



Signature

President & CEO

Title

02/16/2024

Date

Utah State Archives

AGENCY: Utah Housing Corporation

SERIES: 13868

TITLE: Operating fund check vouchers and paid invoices

DATES: 1977-

ARRANGEMENT: Alphabetical by vendor name.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document payments made for operating fund expenses. Information includes paid invoices showing the amount charged.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

Some information in this series pertains to loans and needs to be kept the same amount of time as the loans (30 years).

RETENTION JUSTIFICATION:

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

Utah State Archives

AGENCY: Utah Housing Corporation

SERIES: 13868

TITLE: Operating fund check vouchers and paid invoices

(continued)

PRIMARY DESIGNATION:

Public

Retention and Classification Report

Agency: Utah Housing Corporation

2479 Lake Park Boulevard
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30745 Reconveyances and Paid In Full (PIF) loans

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

David C. Damschen

Chief Administrative Officer (print)



Signature

President & CEO

Title

02/16/2024

Date

Utah State Archives

AGENCY: Utah Housing Corporation

SERIES: 30745

TITLE: Reconveyances and Paid In Full (PIF) loans

DATES: 1979-

ARRANGEMENT: Chronological by payoff date.

DESCRIPTION:

These records document loan payoff and reconveyance of the lien with the county.

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 until loan payoff and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

Retention and Classification Report

Agency: Utah Housing Corporation

2479 Lake Park Boulevard
West Valley City, UT 84120

Records Officer: Rhonda Pregeant

13867 Bank statement files

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

David C. Damschen

Chief Administrative Officer (print)



Signature

President & CEO

Title

02/16/2024

Date

Utah State Archives

AGENCY: Utah Housing Corporation

SERIES: 13867

TITLE: Bank statement files

DATES: 1977-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records document the funds and expenditures in bank accounts held by the Utah Housing Corporation. The bank statements are used to reconcile account information and for audit purposes. Information includes account number, check numbers, and amounts expended.

RETENTION:

Retain for 30 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

APPRAISAL:

These records have fiscal value(s).

Some information in this series pertains to loans and needs to be kept the same amount of time as the loans (30 years).

RETENTION JUSTIFICATION:

All State Records Center holdings transferred to the Utah Housing Corporation when privatized in 2002.

Utah State Archives

AGENCY: Utah Housing Corporation

SERIES: 13867

TITLE: Bank statement files

(continued)

PRIMARY DESIGNATION:

Public