Retention and Classification Report

Agency: Jordan Valley Water Conservancy District (Utah) (2153)

8215 South 1300 West
West Jordan, UT 84088
801-565-4300

Records Officer: _____

24102	Accounts payable
24136	Audit reports
17877	Automobile accident reports
24101	Board minutes
24538	Board packets
24511	Census information
24132	Compliance Review (newsletter)
17878	Construction requests for proposals
24514	Employee communication file
24516	Employment application (hired)
24517	Employment application (not hired)
24512	Employment applications
24527	Employment eligibility records (I-9)
24523	Equal employment opportunity(EEO) compliance case files
24520	Garnishment records
24540	General housekeeping files
24522	Grievance and Disciplinary files
24519	Income tax files
24543	Information technology feasibility studies
24541	Litigation files
17876	Meter deposit records
24509	Notice of appointment
24539	Notice of open positions
17879	Occupational Safety and Health Administration/Industrial Com
24526	Payroll register
24525	Personal injury files
24507	Personnel files
24510	Policies and procedures manual
24506	Position survey files
15775	Property tax notices
24531	Public relations files

24530	Publications
24135	Quarterly update reports
24518	Retirement records
21971	Section 125 cafeteria plan requests
24133	Summary of Operations reports
24521	Time sheets
24515	Wage survey files
24134	Water Clarifier (newsletter)
17875	Water rate studies/updates

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24102 3
TITLE: Accounts payable
DATES: 1951-
ARRANGEMENT: Alphabetical by vendor name
ANNUAL ACCUMULATION: 10.00 cubic feet.
DESCRIPTION:

These records are used to pay district bills. They include copies of checks, invoices, purchase orders, receiving reports and correspondence with vendors. Information includes date of order, date of purchase, names and contact information for vendors, items purchased, amounts paid, number of check issued and account charged.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS-106.

AUTHORIZED: 08-27-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

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

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24102
TITLE: Accounts payable

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24136 3
TITLE: Audit reports
DATES: ca. 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the district's financial activities for the past 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 (2001)). 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) (2001)).

RETENTION:

Permanent. Retain for 2 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 for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24136
TITLE: Audit reports

(continued)

APPRAISAL:

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

This disposition is based on the 1998 Municipal General Retention Schedule item 5-5. Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17877 3
TITLE: Automobile accident reports
DATES: 1951-
ARRANGEMENT: Alphabetical by driver's name
DESCRIPTION:

These are automobile accident reports, officer's reports, and damage estimates. They are used to settle automobile accidents, caused or experienced by district employees. Included are police reports, witness reports, victim's reports, insurance information, diagrams of accident sequence, and photographs.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years or until injured minor reaches age of majority and then destroy.

APPRAISAL:

These records have fiscal value(s).

This disposition is based on the fiscal need of the agency for the purpose of conducting audits.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(15)(16)(17)(23)(2008) District 4.4(12)(14)(17)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24101 3
TITLE: Board minutes
DATES: 1951-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of to Board of Directors. UCA 52-4-7(1) (2001) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2001) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." Also included are the agenda and backup documentation.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24101
TITLE: Board minutes

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Minutes of closed meetings. UCA 63G-2-305(32)(2008).

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24538 3
TITLE: Board packets
DATES: 1951-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee 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 Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24538
TITLE: Board packets

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24511 1
TITLE: Census information
DATES: 1951-
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION:

Retain for 3 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 Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24132 3
TITLE: Compliance Review (newsletter)
DATES: 1994-
ARRANGEMENT: Chronological
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Permanent. Retain for 2 year(s)

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 Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on the 1998 Municipal General Retention Schedule, item 1-21.

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17878 3
TITLE: Construction requests for proposals
DATES: 1982-
ARRANGEMENT: Chronological by project
DESCRIPTION:

These are district requests for professional service construction proposals. They are usually published as a public notice in a newspaper and/or mailed. Included are letters with accompanying maps and tables, as pertinent to each project.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of project and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24514 1
TITLE: Employee communication file
DATES: 2002-
ARRANGEMENT: Chronological
DESCRIPTION:

This file contains the record copy of materials sent out in informational memos related to medical insurance, benefits, security issues and general District policy issued to employees.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24516 3
TITLE: Employment application (hired)
DATES: 1955-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until hiring is complete and retain in personal file.

Paper: Retain in Office until transferred to personnel file.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24517 3
TITLE: Employment application (not hired)
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after application deadline and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24512 3
TITLE: Employment applications
DATES: 1955-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until transfer to personnel file.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24527 3
TITLE: Employment eligibility records (I-9)
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Verification of employment eligibility, GRS-1970.

AUTHORIZED: 08-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after date of hire or 1 year after date of termination or until whichever is longer and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24527
TITLE: Employment eligibility records (I-9)

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24523 1
TITLE: Equal employment opportunity(EEO) compliance case files
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION:

Retain for 4 year(s) after case is closed

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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after resolution of case and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA63G-2-301(1)(b)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24520 3
TITLE: Garnishment records
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA63G-2-301(1)(b)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24540 3
TITLE: General housekeeping files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24522 3
TITLE: Grievance and Disciplinary files
DATES: undated
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private unsubstantiated

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24522
TITLE: Grievance and Disciplinary files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA63G-2-301(2)(o)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24519 3
TITLE: Income tax files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24543 3
TITLE: Information technology feasibility studies
DATES: 1955-
ARRANGEMENT: Chronological by year
DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Feasibility studies, GRS-746.

AUTHORIZED: 01-02-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24541 1
TITLE: Litigation files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17876 3
TITLE: Meter deposit records
DATES: 1951-
ARRANGEMENT: Numerical by account number order, thereunder chronological by deposit date
DESCRIPTION:

These are records of refundable deposits made at the time customers sign up for water service. They are used to help the district in collection of delinquent accounts and to protect the district when a customer moves out with a balance owing for water service. They include account number, name of depositor, telephone number, receipt and/or check reference, date deposited, amount deposited, and refunded amount (if any).

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office until account is closed and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17876
TITLE: Meter deposit records

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(d) (2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24509 3
TITLE: Notice of appointment
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed if not part of the personnel file and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24539 3
TITLE: Notice of open positions
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain a listing of all current municipal job openings with job descriptions.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17879 3
TITLE: Occupational Safety and Health Administration/Industrial Commission investigative files
DATES: 1951-
ARRANGEMENT: Chronological by date and order of occurrence
DESCRIPTION:

These records are Occupational Safety and Health Administration and/or Industrial Commission investigative files. They are used in the investigative process. The files include regulations, citations, investigations and correspondence.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after resolution of investigation and then destroy.

APPRAISAL:

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

This disposition is based on the administrative needs expressed by the agency and the legal requirements of Title 29, Code of Federal Regulation (1992).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(b)(f) (2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24526 3
TITLE: Payroll register
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll post processing records, GRS-1904.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24526
TITLE: Payroll register

(continued)

PRIMARY DESIGNATION:

Private UCA63G-2-302(1)(2008)

SECONDARY DESIGNATION(S):

Public. UCA63G-2-301(1)(b)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24525 3
TITLE: Personal injury files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24507 3
TITLE: Personnel files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain for 65 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years after date of employment or until 3 years after retirement or death and then transfer to Agency Record Center. Retain in Agency Record Center for 55 years after date of employment or until 3 years after retirement or death.

APPRAISAL:

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

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24507
TITLE: Personnel files

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24510 3
TITLE: Policies and procedures manual
DATES: 2002-
ARRANGEMENT: Alphabetical by subject
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

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 Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24506 3
TITLE: Position survey files
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Staff acquisition records, GRS-1964.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until office is resurveyed, whichever occurs first and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 15775 3
TITLE: Property tax notices
DATES: 1951-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This file contains property tax notices that are sent to the agency by the Salt Lake County Treasurer's office. They are used to confirm that all of the district's properties are tax-exempt and to make any corrections as necessary. The previous property owner is notified of taxes due, or other arrangements are made.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/1996

FORMAT MANAGEMENT:

Paper: Retain in Office until subsequent notice received and then destroy.

APPRAISAL:

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

This disposition is based on the recommendation of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24531 3
TITLE: Public relations files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Public relations records, GRS-1716.

AUTHORIZED: 12-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24530 3
TITLE: Publications
DATES: 1958-
ARRANGEMENT: Chronological
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

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 Office permanently or until superseded.

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

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

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

APPRAISAL:

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

This disposition is based on the value of these records in documenting the achievements, assessments and activities of the conservancy district.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24530
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24135 3
TITLE: Quarterly update reports
DATES: 1999-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These reports inform the public, legislators, media and member agencies of projects the District is undertaking, update current issues and provide general water situation updates. The reports are disseminated for the purpose of educating the public and others about the means by which the District is meeting its responsibilities. May include information about new pipelines, well houses, treatment plants, water sources and infrastructure seminars, conservation and Demonstration Garden events.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on the 1998 Municipal General Retention Schedule item 1-21.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24135
TITLE: Quarterly update reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24518 3
TITLE: Retirement records
DATES: undated
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301 (1) (b) (2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 21971 3
TITLE: Section 125 cafeteria plan requests
DATES: 1993-
ARRANGEMENT: Chronological by month, thereunder alphabetical by name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records are used to reimburse employees for child care and medical expenses. This is in accordance with section 125 of the Internal Revenue Code (26 CFR 1.125 (1998)). It contains the employees' identification data the type of care provided, the amount charged, and the amount to be reimbursed. Receipts are attached for payments made. To cover these expenses, employees can elect to have a certain amount of money withheld from their paychecks before taxes.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

The federal code does not specify a retention period.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 21971
TITLE: Section 125 cafeteria plan requests

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24133 3
TITLE: Summary of Operations reports
DATES: 1976-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain for 2 year(s)

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 Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on the 1998 Municipal General Retention Schedule item 1-2.

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24521 3
TITLE: Time sheets
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 02-20-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA63G-2-302(1)(2008)

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24515 1
TITLE: Wage survey files
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain until superseded

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 completion of second succeeding wage survey and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24134 3
TITLE: Water Clarifier (newsletter)
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are employee newsletters prepared and disseminated in-house for purposes of internal communication. Includes information about district projects, policy changes, trustee appointments or changes, legislative information, security updates, benefit updates, employee anniversaries, introduction of new employees, summarization of employee meetings, etc. This newsletter is usually prepared quarterly, but may be prepared more frequently as needed.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

APPRAISAL:

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

This disposition is based on the 1998 Municipal General Retention Schedule item 1-21.

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 24134
TITLE: Water Clarifier (newsletter)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Jordan Valley Water Conservancy District (Utah)

SERIES: 17875 1
TITLE: Water rate studies/updates
DATES: 1982-
ARRANGEMENT: Chronological by date of update study completion
DESCRIPTION:

These studies and/or updates document the water rate setting process and the annual updates to that process. They are used as a statistical barometer in determining water rates. The studies include information concerning historical and forecasted water deliveries, budgeted operation and maintenance costs and other pertinent information.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)