

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Administration Division (2471)

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Records Officer: _____

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AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10715

3

TITLE: Board of Health meeting materials and minutes

DATES: 1967-

ARRANGEMENT: Chronological.

DESCRIPTION:

These meeting materials minutes document the actions of the local boards of health. Each local health department is required to have a board of health "appointed by the local governing body and shall consist of at least three five persons" (UCA 26A-1-109 (1995)). The Board of Health is responsible for establishing policy and , for adopting regulations relating to the protection and promotion of public and environmental health health protection and the promotion of public health or environmental health. including but not limited to public health administration and support services, maternal and child health, communicable disease control, surveillance and epidemiology, food protection, solid waste management, wastewater management and safe drinking water management. They include the agenda, notices, and any public materials distributed at the meeting. and the actual minutes of proceedings of special and regular meetings of the local Boards of Health.

RETENTION:

Retain permanently

DISPOSITION:

May 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 microfilmed and then destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10715

TITLE: Board of Health meeting materials and minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25879

3

TITLE: Collection files

DATES: 2000-

ARRANGEMENT: Chronological by date,thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files deal with the accounts of clients who have not paid for services provided by the Health Department. Clients are responsible to pay for services. When balances remain unpaid the department refers the accounts to a collection agency. These files include correspondence between the Health Department and the collection agency. Information includes names, personal information and amounts owing on accounts.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 09/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(2)(h)(2008)

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11069

3

TITLE: Disinterment permit

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This permit allows for the disinterment of burial remains from a cemetery. The form includes county, city, date permit issued, applicant's name, deceased's name, age, sex, place of death, death date, cemetery or city from and to, next of kin signature, permit number, and signature of local registrar at disinternment.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Burial records, GRS-286.

AUTHORIZED: 11-14-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10732

3

TITLE: Local registrar report of certified copies issued

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a monthly report on special fees collected by the local registrar from the purchase of birth and death certificates. A fee is collected for the Child Trust Fund when a person purchases the first certificate copy of a birth certificate. This fund is used for child abuse prevention and education (UCA 26-2-12.5 (1992)). An affidavit fee is collected to correct any birth or death certificate by amendment to the State Bureau of Vital Statistics. The report includes name of local registrar, beginning and ending dates of report, number of pages of paper stock used, number of copies issued for initial copies of birth certificates, multiple copies (birth) for birth certificates, initial copies (death) certificates; multiple copies (death) long forms and totals, multiple page copies short forms, long forms and totals; voided copies, birth cards, short forms, and long forms, replacement copies; short forms, long forms, long forms, and totals.

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 until scanned and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10732

TITLE: Local registrar report of certified copies issued

(continued)

APPRAISAL:

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

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10723

3

TITLE: Monthly cemetery death report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report lists all interments and is prepared monthly by all cemeteries in the state and submitted to their local health department as required by UCA 26-2-18(3) (1995). The information is used by the department to verify that all death certificates are being received. The original is retained by the local health department. The form includes the month and year, name and location of the cemetery, death date, deceased's name and age, the county where death occurred, and the name of the funeral home or funeral director.

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).

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10723

TITLE: Monthly cemetery death report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10720

3

TITLE: Monthly hospital death report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is submitted monthly by all hospitals reporting all deaths, fetal deaths, or abortions that occurred during the month. It is required by UCA 26-2-23(3) (1995) and is used to ensure that all death certificates are filed. The report is maintained by the local health department. The form includes the month being reported, hospital's name and location, a list of deaths giving the date of death, the name and age of the deceased, the name of the medical attendant, and the name of the funeral home or funeral director.

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.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10721

3

TITLE: Monthly nursing home death report

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This report is submitted by nursing homes and assisted living facilities reporting deaths that occurred during the previous month. This report is required by UCA 26-2-23(3) (1995). It is used to determine whether certificates have been received. The record is kept by the local health department. The information includes the month of the report, the nursing home's (or assisted living facility) name, death date, deceased's name, the age at death, medical attendant's name, and the name of the funeral home or funeral director.

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).

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10721

TITLE: Monthly nursing home death report

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 10733

1

TITLE: Mortuary death certificate invoices

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These invoices are used to bill mortuaries for receiving certified death certificates. Mortuaries purchase multiple copies of certified death certificates at a discount rate and provide copies to the deceased's family. They include the date of service, mortuary's name, deceased's name, and amount.

RETENTION:

Retain for 4 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 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 11072

3

TITLE: Veterans' death certificate application

DATES: 1983-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This application is used by a veteran's next of kin to obtain a death certificate. One free certificate is available to veteran's next of kin for submission as evidence to the Veteran's Administration to receive a burial allowance and other veterans benefits. The application includes date, deceased's name, death date, place of death, name of war served and to whom application was issued.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2019.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25913

3

TITLE: Voluntary declaration of paternity information forms

DATES: 2004-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

County health departments use voluntary declaration of paternity/father information forms to add father information to birth certificate applications completed by mothers who were not married at the time of giving birth. The completed form is attached to the birth certificate application, and the information thereon is provided to the Utah Office of Vital Records and Statistics (which maintains the record copy as series 81412). Voluntary declaration forms are completed voluntarily and sometimes are completed after DNA testing.

RETENTION:

Retain until final action

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 until transfer to Office of Vital Records is completed.

APPRAISAL:

These records have administrative value(s).

The State Office of Vital Records maintains the record copy as series 81412. The copy obtained by the county office is considered to be a draft.

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 25913

TITLE: Voluntary declaration of paternity information forms

(continued)

PRIMARY DESIGNATION:

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

AGENCY: Davis County (Utah). Health Department. Administration Division

SERIES: 27489

3

TITLE: Volunteer program files

DATES: 2010-

ARRANGEMENT: Alphabetical by last name.

DESCRIPTION:

These records are used to verify background information on volunteers prior to and during employment. These files often contain volunteer applications, letters of commendation, photos of the volunteer, background investigations, and other information relating to volunteer service activities.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Volunteer files, GRS-1963.

AUTHORIZED: 04-01-2012

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after end of service and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private 63G-2-302(1)