

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Nursing Division (2473)

22 South State Street, Clearfield
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Records Officer: _____

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|-------|---|
| 10949 | Immunization personal exemption form |
| 25110 | Tobacco Compliance Program quarterly reports |
| 25111 | Tobacco Compliance Program summary |
| 25109 | Underage buyer agreement and parental consent records |

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

SERIES: 10949

3

TITLE: Immunization personal exemption form

DATES: 1980-

ARRANGEMENT: Chronological by date of birth, thereunder alphabetical by student's name

DESCRIPTION:

This is a statewide form provided by the State Health Department to all local health departments. It is used by parents to claim a personal exemption based on a personal belief opposed to immunization in accordance with UCA 53A-11-302.5 (1995). This form must be completed annually to receive continued recognition of the personal exemption. It includes a statement claiming exemption from immunization, parent or guardian's name and signature, address, date, name of child/student exempted, date, school or child care facility's name, witness's signature, title, and date.

RETENTION:

Retain for 21 year(s) after date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Immunization personal exemption record, GRS-569.

AUTHORIZED: 12-01-1992

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office until student reaches age of 21.

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

SERIES: 10949

TITLE: Immunization personal exemption form

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302 (3)(a)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

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

SERIES: 25110

3

TITLE: Tobacco Compliance Program quarterly reports

DATES: 1989-

ARRANGEMENT: Chronological by quarter, thereunder alphabetical by retailer's name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are quarterly summaries of tobacco purchases made under the Tobacco Compliance Program. They are the compliance check logs in accordance with UCA 77-39-101 (2003). The information is submitted on-line to the Utah State Health Department. These summaries are used to create retailers' compliance histories that allow for the local health department to reward those regularly in compliance. The summaries include information on tobacco retailers, the attempt number, date and time of the check, age and sex of the minor, type of tobacco product, cost of receipt involved, whether a sale was made, whether a photo identification was checked, clerk's gender, description and/or name, if the retailer was in compliance, or citation issued, action taken, officer's initials, and initials of the local Health Department official.

RETENTION:

Retain for 20 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). This disposition is based on the local health department's administrative need in establishing a compliance history for local retailers.

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

SERIES: 25110

TITLE: Tobacco Compliance Program quarterly reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. personal information

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

SERIES: 25111

3

TITLE: Tobacco Compliance Program summary

DATES: 1989-

ARRANGEMENT: Chronological by fiscal year.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This summary consists of year-end statistics by city and county for the Tobacco Compliance program. It is used to track annual trends and to provide information to the city police department. The summary includes the number of attempts to purchase tobacco each round of checks and total checks for the year, buy rates for cities and County and includes statistics for the previous year to serve as a comparison year.

RETENTION:

Permanent. Retain for 20 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: 07/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical value of these records of documenting tobacco programs in Utah.

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

SERIES: 25111

TITLE: Tobacco Compliance Program summary

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

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

SERIES: 25109

3

TITLE: Underage buyer agreement and parental consent records

DATES: 1993-

ARRANGEMENT: Chronological by birth date

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These records document students serving as compliance agents for the local law enforcement and Davis County Health Department's Underage Tobacco Compliance Program. The Underage Tobacco Compliance Program uses minors (15-17 year olds) to check the compliance of stores selling tobacco products by attempting to purchase tobacco. In accordance with UCA 76-10-105 (2003), it is illegal for anyone eighteen and younger, "who buys or attempts to buy, accepts, and has in his possession any cigar, cigarette, or tobacco in any form . . ." The records include the underage minor agreement grants immunity to the minor and contains the rules that the minor agrees to follow while participating in the compliance checks, the minor's name, birthdate, address, telephone number, and signature; and attached to this form is a parental consent form which includes the name of minor participant and parent's signature.

RETENTION:

Retain for 6 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2003

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 years after expiration of the agreement and then delete.

Paper: Retain in Office until scanned and then destroy.

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

SERIES: 25109

TITLE: Underage buyer agreement and parental consent records

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on the statute of limitations for agreements. UCA 78-12-23(2) (2003) specifies a six year retention after the expiration of the contract.

PRIMARY DESIGNATION:

Private