

## Retention and Classification Report

**Agency:** Davis County (Utah). Information Systems Department (2482)

Davis Co. Administration Building  
61 South Main Street, P.O. Box 618  
Farmington, UT 84025

**Records Officer:** \_\_\_\_\_

11109	Accounts receivable
11112	Cost analyses
11757	General administrative correspondence
11116	Information Service Team (IST) minutes
11119	Internal request forms
11118	Personnel files
11117	Policies and procedures

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11109

1

**TITLE:** Accounts receivable

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These records consist of copies of accounts receivables prepared by counties to collect amounts owed by vendors, organizations, and citizens having accounts with county agencies.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11112

3

**TITLE:** Cost analyses

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by department

**DESCRIPTION:**

These analyses document cost studies undertaken for potential computer or phone-related purchases or services that fall under the non-official bid amount. They can include current operation costs and any variations bids for equipment and services, and specifications.

**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:** 01/2001

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office until project finished or rejected and then delete provided pertinent information has been transferred to the Project File.

Paper: Retain in Office until project finished or rejected and then destroy provided pertinent information has been transferred to the project file.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11112

**TITLE:** Cost analyses

(continued)

**PRIMARY DESIGNATION:**

Protected (working papers)

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11757

1

**TITLE:** General administrative correspondence

**DATES:** undated

**ARRANGEMENT:** None

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. Includes 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 proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years or until administrative need ends and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11116

3

**TITLE:** Information Service Team (IST) minutes

**DATES:** 1992-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are minutes of regular Information Service Team meetings. This is a resource users committee established for computer-related purchases and to determine computer-related needs and policies. All discussions are reported and reviewed at regular department head meetings. The minutes include date, members present, and summary of proceedings.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

**AUTHORIZED:** 12-01-2015

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

These records have administrative value(s).

These are just general staff meetings, and don't include any policy-making decisions

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11116

**TITLE:** Information Service Team (IST) minutes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11119

3

**TITLE:** Internal request forms

**DATES:** 1989-

**ARRANGEMENT:** Numerical by request number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These forms are used to initiate or change computer software, hardware, employee access and computer-related purchases. Various forms may include request number, date, requestor's name, department/office, telephone number, action requested, requested completion date, department designated signature, initials for completion date approved, projected completion date, staff member assigned, actual completion date, completed by, contacted, updated, and action taken.

**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 after completion of changes and then destroy.

Computer data files: Retain in Office for 1 year after after completion and then delete.

**APPRAISAL:**

These records have administrative value(s).

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



**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11119

**TITLE:** Internal request forms

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10)

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11118

3

**TITLE:** Personnel files

**DATES:** 1971-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These files are the Department employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain until final action

**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 copy: Retain in Office until employment is terminated and then transfer to personnel office.

**PRIMARY DESIGNATION:**

Private

**SECONDARY DESIGNATION(S):**

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

**AGENCY:** Davis County (Utah). Information Systems Department

**SERIES:** 11117

1

**TITLE:** Policies and procedures

**DATES:** undated

**ARRANGEMENT:** None

**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 offices operations, circular letters or directives and records related to significant events in which department or office participated.

**RETENTION:**

Retain for 2 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Computer data files: Retain in Office for 2 years after becoming inactive and then delete.

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

**PRIMARY DESIGNATION:**

Protected