Retention and Classification Report

Agency: Davis County (Utah). Department of Animal Control (2487)

Davis Co. Administration Building
1422 E 600 N Fruit Heights, PO 618
Farmington, UT 84025

Records Officer: _____

11722	Activity reports
11718	Animal citations
11721	Bite reports
11723	Computer daily cash receipts
11726	Daily field reports
11727	Dog license records
11735	Euthanasia license records
11719	Kennel records
11731	Major incident case files
27461	Notices of violation
11733	Officer's inventory
11741	Sodium pentobarbital euthanasia log
11717	Unsigned animal adoption agreement files.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11722 3
TITLE: Activity reports
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records support the agency's function to investigate animal nuisances and offenses against animals. These records document incidents to which an officer responds. Information included is contact information and descriptions of the incident and animals involved.

RETENTION:

Retain for 5 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of last incident and then destroy.

Computer data files: Retain in Office for 5 years after date of last incident and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11722
TITLE: Activity reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10),(11)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11718 3
TITLE: Animal citations
DATES: 1988-
ARRANGEMENT: Chronological, thereunder numerical by citation number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document citations issued to animal owners for violations of Davis County ordinances. Information included in the citations is contact information, description of animal or animals, and nature of the violation.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 5 years after last incident and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11718
TITLE: Animal citations

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)

SECONDARY DESIGNATION(S):

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11721 3
TITLE: Bite reports
DATES: 1985-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document the investigations of animal bites. The reports include contact information for all parties involved, descriptions of the animals, as well as any medical treatment rendered.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper copy: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 5 years after last incident and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11721
TITLE: Bite reports

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b); 63G-2-302(2)(d)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11723 3
TITLE: Computer daily cash receipts
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are receipts issued for money received into county accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

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 4 years and then destroy.

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

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11726 4
TITLE: Daily field reports
DATES: 1988-
ARRANGEMENT: Chronological, thereunder alphabetical by officer's name
DESCRIPTION:

Forms completed by each animal control officer to report on daily activities, used to compile reports. Include officer's name; times on and off duty; patrol time and area, day of week; vehicle number used; beginning and ending mileage; type of activity totals performed such as picking up stray animals, quarantines, dead animals, complainants visited, and location and time.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11726
TITLE: Daily field reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(51)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11727 3
TITLE: Dog license records
DATES: 1986-
ARRANGEMENT: Numerical by license number
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records support the agency's function of animal ownership transfer and licensing. These records document the dog licensing process including the payment of all fees. They include a description of the dog and the owner's contact information.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 5 years after expiration of license and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305 (51)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11735 4
TITLE: Euthanasia license records
DATES: 1992-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records support the agency's requirement to follow Food and Drug Administration licensing procedures for controlled substances as stated in 21 CFR 1301.13 (2014). These records document the licenses and registrations required annually for the purchase and dispensing of the controlled substance Sodium Pentobarbital. Information includes entity's contact information and date of application.

RETENTION:

Retain for 5 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after expiration of license and then destroy.

APPRAISAL:

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

This disposition is based on the legal requirements specified in 21 CFR 1301.13 (2014).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11735
TITLE: Euthanasia license records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11719 3
TITLE: Kennel records
DATES: 1988-
ARRANGEMENT: Chronological, thereunder numerical by impound number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records support the agency's oversight of all impounded animals. For each animal these records may document the following information: a unique identifier and description, the circumstances of impoundment, medical history, notes associated with ownership information or observed behavior, and the circumstances of disposition of the animal. This information is used for statistical analysis, decision making, and agency planning.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11719
TITLE: Kennel records

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(11)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11731 3
TITLE: Major incident case files
DATES: 1988-
ARRANGEMENT: Numerical by case number
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. Major incident case files are a composite of all incidents in which a specific person or animal is involved. These records document multiple offenses committed by a single animal or person and may contain similar records from other governmental agencies.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years after case is closed and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11731
TITLE: Major incident case files

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 27461 3
TITLE: Notices of violation
DATES: 2001-
ARRANGEMENT: chronological
DESCRIPTION:

These records support Davis County Animal Control's function to investigate animal nuisances and offenses against animals. These records document tickets issued to animal owners allowing them the opportunity to correct the problem before receiving an actual Animal citation.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after date of last incident and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(10)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 27461
TITLE: Notices of violation

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(b); 63G-2-302(2)(d)

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11733 3
TITLE: Officer's inventory
DATES: 1986-
ARRANGEMENT: Alphabetical by name
DESCRIPTION:

These records support the agency's administrative function to supervise officers, other agents and employees of the agency. These records document the equipment issued to individual officers and their activities. Information includes officer number, truck number, condition numbers, repairs needed, and additional remarks.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after after last action and then delete.

APPRAISAL:

These records have administrative value(s).

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

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11733
TITLE: Officer's inventory

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2019.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11741 4
TITLE: Sodium pentobarbital euthanasia log
DATES: 1987-
ARRANGEMENT: Chronological
DESCRIPTION:

These records support the agency's requirement to follow controlled substance record keeping procedures as stated in 21 CFR 1304.03 (2014). These records document the amount of sodium pentobarbital used and the number of animals euthanized by Davis County Animal Control. Information includes the amount of substance administered to an animal as well as the administrator's name.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after last incident, expiration of license, event and then delete.

Paper: Retain in Office for 5 years after last incident, expiration of license, event and then destroy.

APPRAISAL:

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

This disposition is based on the legal requirements specified in 21 CFR 1304.03(g)(2014).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11741
TITLE: Sodium pentobarbital euthanasia log

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2020.

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11717 3
TITLE: Unsigned animal adoption agreement files.
DATES: 1986-
ARRANGEMENT: Alphabetical by name, thereunder numerical by impound number
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These records support the agency's function to license and transfer animal ownership. These records document if the prospective owner qualifies to adopt an animal and verify that the animal has been sterilized. Records include the completed adoption agreement, information about the prospective owner and adopted animal, and related records created during the adoption process.

RETENTION:

Retain for 5 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Animal control records, GRS-1714.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Department of Animal Control

SERIES: 11717
TITLE: Unsigned animal adoption agreement files.

(continued)

PRIMARY DESIGNATION:

Protected Utah Code 63G-2-305(51)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2015.