Retention and Classification Report

Agency: White City Water Improvement District (Salt Lake County, Utah) (2918)

999 East 9800 South
Sandy, UT 84094
801-571-3991

Records Officer: _____

25114	Blue stakes work order request forms
25115	Security reports/logs

AGENCY: White City Water Improvement District (Salt Lake County, Utah)

SERIES: 25114 1
TITLE: Blue stakes work order request forms
DATES: 2002-
ARRANGEMENT: Chronological by date, thereunder by order received, thereunder by blue stake number
DESCRIPTION:

The Blue Stakes organization notifies utility agencies of locations where individuals or companies wish to dig in the ground. The activity can not begin until all affected utilities have been notified and given the opportunity to mark the existing utilities in the area. The utility has 72 hours to mark its infrastructure. These request forms are faxed or emailed to our agency daily for distribution to the appropreate employee to perform the task of marking the ground. The request form is signed by the employee and returned to the office. The forms are then grouped by day and by order received and filed. Since there is the possibility that the Blue Stakes organization either sent a request that does not fall within out service area or entered a wrong address, the forms are reviewed for accuracy. This accuracy is monitored and cataloged in a computer file. The computer file is used to email -mail Blue Stakes of errors and to monitor accuracy. In the event of underground utility damage on the work site the request form becomes supporting documentation for who is at fault for the additional damage charges to the infrastructure. Although Blue Stakes is the holder of the original request form, our copy is used to show work completed and by whom. This information is not submitted to Blue Stakes.

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 3 years and then destroy.

AGENCY: White City Water Improvement District (Salt Lake County, Utah)

SERIES: 25114
TITLE: Blue stakes work order request forms

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: White City Water Improvement District (Salt Lake County, Utah)

SERIES: 25115 3
TITLE: Security reports/logs
DATES: 2002-
ARRANGEMENT: Chronological by date and time
DESCRIPTION:

In light of the Olympics and Homeland Security issues, our agency entered into a security contract to have additional sight inspections of all wells and tank sites during non-office hours. An inspection report is created for each location every shift. The information on the report includes; name of site, name of inspecting officer, time entering and leaving the site, results of inspection. The single sheets combine to show and overall condition of security of the facilities. These individual reports are then entered into the computer system to have an easy access/reference for the Operations Manager to review or respond to.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule First responder activity records, GRS-2025.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 2 years or until no longer needed and then delete.

APPRAISAL:

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

AGENCY: White City Water Improvement District (Salt Lake County, Utah)

SERIES: 25115
TITLE: Security reports/logs

(continued)

PRIMARY DESIGNATION:

Public