

Retention and Classification Report

Agency: Uintah Animal Control and Shelter Special Service District (Utah) (3485)

1387 E 335 S
Vernal, UT 84078
4357817297

Records Officer: _____

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AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27727

3

TITLE: Administrative Control Board meeting minutes

DATES: 2006-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency administrative control board meetings. They are adopted and approved by the District board during their next meeting. The minutes include the date, time, and meeting place; members present and absent; substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance of their testimony; any other information that any member requests be entered in the minutes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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 permanently.

APPRAISAL:

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

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27727

TITLE: Administrative Control Board meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27730

3

TITLE: Animal control annual reports

DATES: 2007-

ARRANGEMENT: Chronological by specific year

DESCRIPTION:

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document annual statistics for animal control services. Information includes the types of service calls received as well as the total number of service calls, citizen assistances, miles patrolled, and officer training hours.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are of historical interest as they document the annual accomplishments of the agency.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27730

TITLE: Animal control annual reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27613

3

TITLE: Animal control case reports

DATES: 2007-

ARRANGEMENT: Numerical by case, as generated by dispatch.

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

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

APPRAISAL:

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

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27613

TITLE: Animal control case reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27614

3

TITLE: Animal control evidence disposition records

DATES: 2009-

ARRANGEMENT: numerical by case number

DESCRIPTION:

These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 7 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27615

3

TITLE: Animal control evidence logs

DATES: 2009-

ARRANGEMENT: numerical by case number

DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the police department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the case or investigative file.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Evidence tracking records, GRS-374.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 8 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27615

TITLE: Animal control evidence logs

(continued)

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27617

3

TITLE: Animal control firearms disposal records

DATES: undated

ARRANGEMENT: Chronological by year and then by serial number

DESCRIPTION:

These files contain records of firearms that have been disposed of either through sale, trade or destruction. They include the manufacturer's name, serial number, model, caliber, disposal method, disposal date, name of business purchasing firearm, and bid number.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Firearms disposal records, GRS-1080.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27618

3

TITLE: Animal control firearms inventory cards

DATES: 2009-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These card files list all firearms in police department's inventory. Cards contain name of manufacturer, serial number, model, caliber, to whom issued, by whom issued and date. Files also show illegal weapons that cannot be resold, and guns not serviceable which are used for training purposes.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Firearms inventory cards, GRS-1081.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after disposal of firearms and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27618

TITLE: Animal control firearms inventory cards

(continued)

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27616

3

TITLE: Animal control firearms qualification records

DATES: 2009-

ARRANGEMENT: chronological by year

DESCRIPTION:

These files contain records for police officers qualifying to carry a firearm. Each officer must qualify twice a year. These files include type of firearms used, date, identification number, police officer's name, pass/fail score, and time span for score.

RETENTION:

Retain for 2 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Firearm qualification records, GRS-341.

AUTHORIZED: 06-01-2018

FORMAT MANAGEMENT:

Paper: Retain in Agency Record Center for 2 years after separation or termination of employee and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27719

3

TITLE: Animal control monthly reports

DATES: 2007-

ARRANGEMENT: Chronological by year and thereunder by month

DESCRIPTION:

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document monthly statistics for animal control services and are used to compile the annual report. Information includes the types of service calls received as well as the total number of service calls, citizen assistances, miles patrolled, and officer training hours.

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:

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

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27719

TITLE: Animal control monthly reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27611

3

TITLE: Animal shelter monthly reports

DATES: 2007-

ARRANGEMENT: Chronological by year and thereunder by month

DESCRIPTION:

These records support the agency's function to document and report the activity of its operations as evidence of following and executing legal mandates. Records document monthly statistics for animal sheltering services and are used to compile the annual report. Information includes the types of animals impounded, number of animals sheltered at the beginning and end of each month, and number of visitors. Information also includes the number of animals adopted, claimed, escaped, euthanized, owner released, rescue released, and sold at auction.

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:

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

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27611

TITLE: Animal shelter monthly reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27792

3

TITLE: Animal shelter receipt book

DATES: 2007-

ARRANGEMENT: chronological by year thereunder numerical by receipt book number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are receipts issued for money received into entity 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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28217

3

TITLE: Annual district activities report

DATES: 2007-

ARRANGEMENT: Chronologically by year.

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

The Annual Report documents the history of the Uintah Animal Control and Shelter and summarizes the activities of the year, including financial statistics and policies changes.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27717

3

TITLE: Controlled substances euthanasia log

DATES: 2007-

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 penobarbital administered and any waste. Information includes the date, administrator's name, as well as the animal's species, weight, and impound number. For euthanasia that occurs outside of the agency's facility information also includes the location and names of other agencies involved.

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.

APPRAISAL:

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

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

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27717

TITLE: Controlled substances euthanasia log

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27620

3

TITLE: Discharge of firearm report

DATES: 2009-

ARRANGEMENT: chronological by date and numerical by case number

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

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 and then destroy.

APPRAISAL:

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

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27620

TITLE: Discharge of firearm report

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. unless already adjudicated and completed appeals process.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27720

3

TITLE: Euthanasia license records

DATES: 2007-

ARRANGEMENT: Chronological thereunder by individual license holders names

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).
Retention is based on the legal requirements specified in 21 CFR 1301.13(e)(i)(2014).

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27720

TITLE: Euthanasia license records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27601

3

TITLE: Found animal reports

DATES: 2007-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain for 4 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27721

3

TITLE: Loss control inspection reports

DATES: 2007-

ARRANGEMENT: Chronological

DESCRIPTION:

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Loss control inspection reports, GRS-199.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 12 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27721

TITLE: Loss control inspection reports

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(24)(2008)

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27600

3

TITLE: Missing animal reports

DATES: 2007-

ARRANGEMENT: chronological

DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain for 4 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27722

3

TITLE: Proof of publication records

DATES: 2007-

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proof of publication files, GRS-46.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27725

3

TITLE: Resolutions

DATES: 2011-

ARRANGEMENT: Chronological by year, thereunder numerical

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government resolutions, GRS-50.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27633

3

TITLE: Sharps injury log

DATES: 2008-

ARRANGEMENT: Chronological by date and year.

DESCRIPTION:

These reports are used for the reference and generation of claim files.

RETENTION:

Retain for 12 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student and patron injury records, GRS-1386.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 12 years and then destroy.

APPRAISAL:

These records have legal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27654

3

TITLE: Sheltered animal files

DATES: 2007-

ARRANGEMENT: Alphanumerically by impound number

DESCRIPTION:

These records support the agency's function to protect and provide for the safe and humane care and control of animals within its jurisdiction. Records document the intake, care, and final handling of sheltered animals. Information includes a description of the animal, reason for sheltering, impound number, medical information, and related records.

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 2 years after event and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27654

TITLE: Sheltered animal files

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2015.

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27632

3

TITLE: Snow removal log

DATES: 2008-

ARRANGEMENT: Numerical by year

DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or crew chief's signature.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Property maintenance and repair records, GRS-111.

AUTHORIZED: 09-10-2018

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have legal value(s).
required by OSHA

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27631

3

TITLE: Standard operating policy manual

DATES: 2007-

ARRANGEMENT: Numerical

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

RETENTION:

Permanent. Retain for 33 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Operational procedure and guideline records, GRS-1732.

AUTHORIZED: 01-28-2021

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 30 years.

APPRAISAL:

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

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27631

TITLE: Standard operating policy manual

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 28502

3

TITLE: Transitory Correspondence

DATES: 2010-

ARRANGEMENT: Chronological

DESCRIPTION:

Business-related correspondence that is routine or transitory and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory correspondence, GRS-1759.

AUTHORIZED: 11-30-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Uintah Animal Control and Shelter Special Service District (Utah)

SERIES: 27602

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TITLE: Visitor registration log book

DATES: 2007-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records are used to keep a registration log of all visitors to the animal shelter facilities. These records contain the visitor's name, physical address, phone number and date of visit.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Non-secure area access logs, GRS-2019.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public