

Retention and Classification Report

Agency: Box Elder Mosquito Abatement District (Utah) (1984)

115 South 1050 West
Brigham City, UT 84302
435 723-3700

Records Officer: Jody Shelley

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AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12526

3

TITLE: Accounts payable

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12527

3

TITLE: Accounts receivable

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12525

3

TITLE: Aerial spray reports

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain 5 years or until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12528

3

TITLE: Agenda

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided they are not attached to the minutes.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12530

3

TITLE: Annual reports

DATES:

ARRANGEMENT: Chronological

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:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12530

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12532

3

TITLE: Audit reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 5.

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12532

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12533

3

TITLE: Bank deposit

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12534

3

TITLE: Bank statements

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12535

3

TITLE: Budget reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12536

3

TITLE: Building and maintenance records

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12538

3

TITLE: Correspondence records

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These records are 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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

PRIMARY CLASSIFICATION:

Private

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12539

3

TITLE: Daily activity records

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of municipal employees. These are records containing substantive information relating to the official activities of the mayor and other high-level city officials, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12531

3

TITLE: Employment applications

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided they are not hired.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

PRIMARY CLASSIFICATION:

Private

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12540

3

TITLE: Executive board travel files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain records relating to the reimbursement of employees for for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting paper documenting official travel by officers, employees, dependents, or others authorized by law to travel.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12541

3

TITLE: Fidelity bonds

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality and to guarantee fidelity of the treasurer. The bond usually covers four years and "may be set by resolution or ordinance in any amount, not less than that established by the state money management council" (UCA 10-3-821 (1977)).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after expiration and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12542

3

TITLE: General ledgers

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12544

3

TITLE: Insurance policy files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are insurance policy contracts between the municipality and private insurers.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years after expiration and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12543

3

TITLE: Insurance reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 3.

PRIMARY CLASSIFICATION:

Private

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12545

3

TITLE: Investment fund register

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12529

3

TITLE: Leave data files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on
03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 10.

PRIMARY CLASSIFICATION:

Private

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12546

3

TITLE: Minutes

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12546

TITLE: Minutes

(continued)

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12547

3

TITLE: News releases

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain formally prepared descriptions of the responsibility assigned to executive officers.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12548

3

TITLE: Newsletters/Monthly reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are records of a general housekeeping nature or maintained by an office which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives; custodial service requests; parking space assignments; and distribution of keys.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12549

3

TITLE: Payroll deductions records

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 3.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12550

3

TITLE: Payroll files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy provided earnings record is maintained in personnel file.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12556

3

TITLE: Personnel files

DATES:

ARRANGEMENT: Alphabetical

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 12.

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12551

3

TITLE: Policies and procedures

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12557

3

TITLE: Public complaint files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

Whistle-blower, fraud and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 15, Item 2.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-305 (2)(a) (2008)

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12558

3

TITLE: Public relations files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 19.

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12558

TITLE: Public relations files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12559

3

TITLE: Purchase orders

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12560

3

TITLE: Receipt books

DATES:

ARRANGEMENT: Chronological

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12524

3

TITLE: Residential yard spray records

DATES: 1973-

ARRANGEMENT: Chronological

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12561

3

TITLE: Retirement records

DATES:

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are reports and register control documents relating to an employee's retirement.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 13.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12562

3

TITLE: Tax forms

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These forms are required by the State Tax Commission to report quarterly sales tax and to remit the amounts collected and due to the state (e.g., municipal recreational facilities).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 18.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12564

3

TITLE: Utility bills

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are the actual bills for telephone service and long distance toll charges.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

This disposition is based on, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12563

3

TITLE: Vehicle records

DATES:

ARRANGEMENT: Numerical

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until disposition and then transfer with vehicle.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 10.

PRIMARY CLASSIFICATION:

Public

AGENCY: Box Elder Mosquito Abatement District (Utah)

SERIES: 12537

3

TITLE: Warrant/check

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 29.

PRIMARY CLASSIFICATION:

Public