# 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).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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Retain 5 years or until superseded.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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 44.

**AUTHORIZED:** //

**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:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12528 3
**TITLE:** Agenda
**DATES:** 1973-2015.
**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/09/2015

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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

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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12538 3
**TITLE:** Correspondence records
**DATES:** undated.
**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.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

Administrative

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12538
**TITLE:** Correspondence records

(continued)

**PRIMARY CLASSIFICATION:**
Private Utah Code 63G-2-302(2014)

**REVIEW AND UPDATE STATUS:**
This report was reviewed and updated on 05/2015.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/18/2015

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/13/2015

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**
These records are in Archives' permanent custody.

**AUTHORIZED:** 03/10/2015

**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
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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/18/2015

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/14/2015

**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:**

**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.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/13/2015

**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:**

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12550
**TITLE:** Payroll files

(continued)

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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
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

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12556
**TITLE:** Personnel files

(continued)

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/11/2015

**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:**

**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.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 66.

**AUTHORIZED:** 07/20/2015

**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:**

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12557
**TITLE:** Public complaint files

(continued)

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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:**

**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

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 44.

**AUTHORIZED:** //

**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

**AGENCY:** Box Elder Mosquito Abatement District (Utah)

**SERIES:** 12524
**TITLE:** Residential yard spray records

(continued)

**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.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/15/2015

**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:**

**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).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 18.

**AUTHORIZED:** 09/21/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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:**

**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.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/21/1993

**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:**

**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)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/17/1993

**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:**

**PRIMARY CLASSIFICATION:**

Public