

Retention and Classification Report

Agency: Central Utah Water Conservancy District (1996)

355 West University Parkway
Orem, UT 84058
801 226-7146

Records Officer: Christine Calton

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19896	Accounts receivable
21793	Accounts receivable invoices
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 19907 Deductions and other earnings register
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 20150 Disaster planning/security files
 19888 Disposition records
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 19932 Eligibility list or register
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 21088 Employee group health records
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 21092 Employment eligibility records (I-9)
 21957 Endangered species act compliance records
 21496 Environmental commitment checklist records
 21892 Environmental reports
 21893 Environmental supporting documents
 21168 Equal Employment Opportunity (EEO) discrimination complai
 21241 Equipment files
 19891 *Equipment inventories
 20157 Equipment maintenance and repair records
 21499 Exclusion/inclusion files
 21253 Executive summary
 21165 Exempt employee performance-related records
 21491 Feasibility report
 21235 Fee proposals
 21245 Financial planning projections
 19815 Finding aids
 21097 Fish and Wildlife Coordination Act report
 19892 Fixed asset files
 19921 Flextime and attendance report files
 21171 Fuel records
 19914 Garnishment of wages or levies of district employees
 19817 *General administrative records

19818	General housekeeping files
19902	General ledgers
24576	General obligation bonds
19819	Grant files (original applications)
19820	Grant files operational
19934	Grievance and disciplinary files
21490	Groundwater studies
19814	Historical scrapbooks
21160	Income tax files
19867	Information technology feasibility studies
19915	Insurance deduction files
20151	Insurance policy files
20152	Insurance reports
20152	Insurance reports
21800	Integrated resource plan
21488	Internal audits
21151	Investment registers
21157	Invoices
19935	Job opening files
19916	Leave application requests
19917	Leave data files
19880	Legal files
21484	Legislation records
20153	Liability risk management case files
19866	*Mailing lists
22056	Maintenance or repair records
20154	Medical and dental insurance claim files
21086	Medical and drug testing records
19868	Minutes
21890	Minutes of administrative, advisory, project meetings
21494	Mitigation report
19873	News releases
21162	Non-exempt employee performance-related records
21233	Operational reports
21247	Operations and maintenance cost records
19869	Organizational files
19905	Payroll distribution report
21159	Payroll files
19918	Payroll register
21803	Permanent task support data files
19936	Personal injury files
19937	Personnel files
21495	Personnel safety records
21500	Plan formulation report
21102	Planning memoranda
19870	Policies and procedures
19816	Policy and program development subject files
19938	Position description files
21795	Pre-construction report
21794	Preliminary planning report
21250	Program cash flow request record
21255	Program estimate record
21487	Program schedules
21799	Progress reports

20319	Project correspondence
21888	Project meeting agenda
21486	Project phase files
21493	Project schedules
21248	Project work transfer records
21100	Public involvement plan
19871	Public relations files
19874	Publications
21158	Purchase orders
23540	Quarterly expenditure reports
21098	Quarterly report
21796	Quarterly reports
21889	Radio information records
21260	Reclamation Reform Act records-utah county office
22638	Reclamation reform act changes
22637	Reclamation reform act records - Duchesne office
22061	Records destruction form
21240	Records retention schedule
21489	Redevelopment taxing agency records
21244	Repayment files
21236	Requests for proposals
19919	Retirement records
24577	Revenue bonds
19876	*Routine control files
20158	Service requests
21792	Significant lawsuit case files
21094	Snotel report
19903	State Treasurer's accounting statements
21249	Statement of qualifications
21099	Status report
21093	Strategic plan
19904	Subsidiary ledger and journals
21237	Successful bids and proposals
19893	Surplus property case files
19877	System studies final report
21205	System studies supporting files
21804	Task support data files (temporary)
21090	Tax levies
20164	Teaching aids training created by outside agencies materials
20163	Teaching and training records
19879	Technical reference files
21498	Technical report
21806	Technical task memorandum
19887	Tentative budget
19920	Time sheets
21232	Unsuccessful bids and proposals files
20159	Vehicle assignment records
21239	Vehicle bidding information records
21170	Vehicle maintenance records
20160	Vehicle registration certificates
20149	Vendor list
21167	Wage survey files
21887	Water Conservation Credit Program
21087	Water management improvement plan

21259	Water rights files
23534	Weed and rodent control records
21797	Weekly reports
20162	Work order log
20161	Work orders
19922	Workers' compensation claim files

AGENCY: Central Utah Water Conservancy District

SERIES: 20322

3

TITLE: Acceptance records

DATES: 1992-

ARRANGEMENT: Chronological, thereunder by project phase code

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records document the acceptance of construction work by the contractor and/or the District. The records include punch list, record drawings and as built, final construction summary, final project cost summary, testing and startup and warranty-repair certificates.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on both the administrative and historical value of these records in documenting construction projects within the district.

AGENCY: Central Utah Water Conservancy District

SERIES: 20322

TITLE: Acceptance records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21257

3

TITLE: Accident reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports document any accidents that occur while working on district projects including accidents by employees, contractors, and subcontractors. They include missed work days, the cause of the accident, and injuries received.

RETENTION:

Retain 5 years, after completion of project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the agency and these records are subject to possible litigation resulting from cases connected to the accidents.

AGENCY: Central Utah Water Conservancy District

SERIES: 21257

TITLE: Accident reports

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(38)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-(1)(b)

AGENCY: Central Utah Water Conservancy District

SERIES: 19895

3

TITLE: Accounts payable

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

These records are used to pay district bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19896

3

TITLE: Accounts receivable

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records consist of copies of accounts receivable prepared by the district to collect amounts owed by vendors, organizations, and individual citizens having accounts with the district for water and other services provided by the district. Includes back up documentation and invoices.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21793

1

TITLE: Accounts receivable invoices

DATES: 1965-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are invoices billing agencies, companies, or institutions for water and services supplied by the district. These invoices are part of the accounts receivable files.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21149

3

TITLE: Affirmative action plan

DATES: 1993-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the adoption and administration of municipal affirmative action programs under the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. The files include program correspondence, program plans, reports, and may include anti-discrimination committee meeting records and reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19811

3

TITLE: Agenda

DATES: 1992-2015.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are notices/agenda of regular and special meetings of the district and other pertinent committees. They may include date, time, location and topics to be discussed at meetings.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

AUTHORIZED: 03/16/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Central Utah Water Conservancy District

SERIES: 20321

3

TITLE: Agreements and contracts

DATES: 1992-

ARRANGEMENT: Chronological, thereunder alphanumerical by project phase code

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document agreements associated with the planning, design, construction, operation, and negotiation of a project or services. They are agreements which provide for all project activities and are used for the general management of the projects or services. They include original contracts/agreements and copies of related correspondence and memoranda. They do not include design contracts of construction contracts which are filed under "construction contract files."

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 20321

TITLE: Agreements and contracts

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(17); UCA 63G-2-305(18); 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21502

3

TITLE: Agreements and contracts working papers

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain a collection of records leading up to agreements/contracts between the district and others. They may include correspondence, memoranda and other records that are non-essential to the agreement/contract and are just employee working papers.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21502

TITLE: Agreements and contracts working papers

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(17, 18, 22)

AGENCY: Central Utah Water Conservancy District

SERIES: 19882

3

TITLE: Annual budget

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

The budget is a "plan of financial operations for a fiscal year which embodies estimates of proposed expenditures for given purposes and the proposed means of financing them" (UCA 10-6-106(10) (1997)). "Before June 22 of each fiscal year, or August 17 in the case of a property tax increase under Sections 59-2-919 through 59-2-923, the governing body shall by resolution or ordinance adopt a budget for the ensuing fiscal year for each fund for which a budget is required under this chapter. A copy of the final budget for each fund shall be certified by the budget officer and filed with the state auditor within thirty days after adoption" (UCA 10-6-118 (1997)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 03/25/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Central Utah Water Conservancy District

SERIES: 19882

TITLE: Annual budget

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19812

3

TITLE: Annual financial reports

DATES: ca. 1991-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire district or a specific department. These reports usually include a statement on the value of all district owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21091

3

TITLE: Annual fixed asset report

DATES: 1970-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This annual report documents totals of all fixed assets. It is used to keep track of additions and deletions to the District's fixed assets. It includes descriptions, dates acquired, useful life information, ownership information, disposal dates, tag numbers, depreciation data, purchase information, serial numbers, and model numbers.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21091

TITLE: Annual fixed asset report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21251 3

TITLE: Annual project work plan

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This plan tracks the work proposed by each consultant for the year. It is used as a work plan and as a signed contract for the work agreed to be done. It may include scope of work, budget and specific work plans and is often in the form of a Task Order.

RETENTION:

Retain 5 years, after project completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. These records may also be subject to litigation and audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21251

TITLE: Annual project work plan

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. 63G-2-302(f)(g)

AGENCY: Central Utah Water Conservancy District

SERIES: 19897

3

TITLE: Annual reports

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/25/2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative use ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the value of these records as administrative and historical documentation of the district's activities, achievements, functions and programs.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21912 3

TITLE: Appraisal reports

DATES: 1965-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain evaluations of properties and structures within proposed projects. They are used to investigate project's viability, determine costs, and negotiate for purchase of real property. The files include financial assessments of the worth of real estate and buildings within proposed project areas. They may also include assessments of architectural and historical significance and condition of the involved structures.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 24, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(7)

AGENCY: Central Utah Water Conservancy District

SERIES: 21169 3

TITLE: As-built construction plans and specifications

DATES: 1967-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are the final plans and specifications for approved and constructed municipal buildings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19898

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are audit reports prepared by external auditors (federal, state, legislative or other). In the case of state audits, this fiscal report is made at least annually and filed with the state auditor within six months of the close of the fiscal year of the entity (UCA 51-2a-202(1)(a)(b)). If receiving federal funding, the audit shall be performed in accordance with both federal and state auditing requirements (UCA 51-2-202(2)). These audit reports shall be filed and preserved and be open to inspection.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 57.

AUTHORIZED: 05/02/2016

FORMAT MANAGEMENT:

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: Central Utah Water Conservancy District

SERIES: 19898

TITLE: Audit reports

(continued)

PRIMARY DESIGNATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19899

1

TITLE: Bank statements

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21246

1

TITLE: Banking records

DATES: 1964-

ARRANGEMENT: Alphabetical by bank, thereunder chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records document all district bank accounts. A separate file is maintained for each bank account. These records contain correspondence, signature cards, and various authorization documents.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Protected 63G-2-305 (11)

AGENCY: Central Utah Water Conservancy District

SERIES: 21096

3

TITLE: Biological assessment records

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are prepared by the district to determine the potential impact on threatened and endangered species (plant and animal). They are used to determine whether a proposed project would affect any threatened or endangered species (plant and animal). The records may include the biological assessment for a specific project, drafts, comments, and correspondence. The assessment includes the environmental consequences of proceeding with a certain project, impact analysis, conservation measures, and a determination of effects.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21096

TITLE: Biological assessment records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21095

3

TITLE: Biological opinions

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records relate to statements issued by the U.S. Fish and Wildlife Service. These opinions are a determination by the U.S. Fish and Wildlife Service of the affect on an endangered species by some federal action. They are used to determine whether a proposed project may affect any threatened or endangered species (plant or animal). These records include the final biological opinion, drafts, comments, and correspondence dealing with the biological opinion.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21095

TITLE: Biological opinions

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21485

3

TITLE: Board of trustees files

DATES: 1964-

ARRANGEMENT: Chronological by appointment date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain a historical record of all board members for the district. They include information on each trustee, such as resume, biographical sketch, appointment letter from the governor, oath of office, correspondence, term of service, and committee assignments.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Historical

This disposition is based on the long term needs of the agency to maintain a historical record of those who have served on the district board.

AGENCY: Central Utah Water Conservancy District

SERIES: 21485

TITLE: Board of trustees files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302-(1)(f)

AGENCY: Central Utah Water Conservancy District

SERIES: 21492

3

TITLE: Board packet files

DATES: 1964-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.50 cubic feet.

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:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Central Utah Water Conservancy District

SERIES: 21492

TITLE: Board packet files

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21089

3

TITLE: Bonding documents

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These files document the implementation of significant county bonds (i.e., revenue or special bonds), but not general obligation bonds. These files includes authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of county indebtedness.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 2, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19906

3

TITLE: Budget authorization reference files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of budget authorizations in operating payroll units. They are used to control personnel ceilings and personnel actions.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 2.

AUTHORIZED: 03/31/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19883

3

TITLE: Budget background records

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the District Board.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 2.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19886

3

TITLE: Budget reports

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These regular reports are prepared monthly and quarterly. They document the status of city accounts and apportionment comparing budgets and actual expenditures. They are used for audit purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 10.

AUTHORIZED: 03/27/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20155

3

TITLE: Building and grounds maintenance log

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years after completion of repairs.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 1.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after completion of repairs and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21243

3

TITLE: Cash deposit register

DATES: 1964-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This register documents and tracks funds from all sources received into the district accounts. They usually include date of payment, department fund to which funds are credited, and the amount paid.

RETENTION:

Retain 3 years, then destroy.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency and these records may be subject to audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19813

3

TITLE: Census information

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain copies of U.S. Census Bureau forms completed on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public. These files contain copies of U.S. Census Bureau forms completed by municipalities on government employment and tax revenues. They are used to compile state and national statistical reports, meet the requirements for Federal Revenue Sharing, and to make financial information available to the public.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 3.

AUTHORIZED: 03/16/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

AGENCY: Central Utah Water Conservancy District

SERIES: 19813

TITLE: Census information

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19931

3

TITLE: Certificates of eligibility

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are certificates of eligibility with related requests, forms, correspondence, and statement of reasons for passing over a "preference eligible" and selecting a "non-preference eligible."

RETENTION:

Retain in the personnel file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 62.

AUTHORIZED: 05/21/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(a) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19900

3

TITLE: Check register

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are multi-columnar records with chronologically arranged entries of checks. They usually include check numbers and amounts of debits or deposits per account.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 65.

AUTHORIZED: 03/31/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19875

3

TITLE: Chronological files

DATES: 1987-1999.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 22.

AUTHORIZED: 03/25/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Central Utah Water Conservancy District

SERIES: 21206

3

TITLE: Chronological files

DATES: 1980-2015.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION:

Retain 1 year after date of final report.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after date of final report and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: Central Utah Water Conservancy District

SERIES: 19881

3

TITLE: Claims, protests and complaint records

DATES: 1992-

ARRANGEMENT: Chronological, alphanumeric by project phase code

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records document the receipt of and response to claims, protests, and complaints made to the district by customers, or any outside agency or persons. They are used to keep track of all claims, protests and complaints made on any district related issue and the response given to the concerned party. The records include copies of correspondence, police records, court documents, etc.

RETENTION:

Retain 7 years after resolved.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 19881

TITLE: Claims, protests and complaint records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(17); UCA 63G-2-305(28)

AGENCY: Central Utah Water Conservancy District

SERIES: 19939

3

TITLE: Compensation survey files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain compensation surveys to determine accuracy of position description, grade, and salary. They may also include periodic reports provided by local or private resources pertaining to area wage paid for each employee class, background papers establishing need, authorization, direction, and analysis of wage surveys, development and implementation of wage schedules, and development of specific rates.

RETENTION:

Retain 3 years or until position is resurveyed whatever is first and then destroy

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after position is resurveyed, whichever comes first and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20320

3

TITLE: Construction contract files

DATES: 1992-

ARRANGEMENT: Chronological, thereunder alphanumerical by project phase code

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 13.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: Retain in Office until no longer needed for administrative purposes and then destroy.

APPRAISAL:

Administrative Historical

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

AGENCY: Central Utah Water Conservancy District

SERIES: 20320

TITLE: Construction contract files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(18); UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21501

3

TITLE: Construction contract working files

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain a collection of records leading up to construction contracts, which may include drafts, correspondence and memorandum that are non-essential to the contract and are just employee working papers.

RETENTION:

Retain until construction contract has been signed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until construction contract has been signed and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21501

TITLE: Construction contract working files

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21256

3

TITLE: Construction reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report documents the progress of construction activity and is used as a historical document of project progress and project relations. It is compiled upon completion of a project and summarizes the entire construction of the project. It includes construction phase sequences, summary reports of the construction process, progress reports, change orders, final costs, and construction conclusions.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency and they may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21256

TITLE: Construction reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21801 3

TITLE: Construction safety files

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of this file is to outline contractor procedures and steps to provide for worker's safety. The file includes project emergency response plans. This file is provided by the contractor of the project. It is sometimes provided in the form of a submittal.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
These records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21801

TITLE: Construction safety files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 21802 3

TITLE: Construction survey files

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of these files is to establish control for the physical parameters of the project. It can include all the survey notes, sketches, legal descriptions, plans, specifications, reports, maps, drawings, documents, cut sheets and anything else required by the surveyor during construction of the project. Depending on the location of the project, they can include all information required to set exact property boundaries including detailed legal descriptions of land parcels.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative
These records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21802

TITLE: Construction survey files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21805 3

TITLE: Contractor activities (temporary files)

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 7.00 cubic feet.

DESCRIPTION:

The purpose of this record series is to collect information that measures the contractor activities. It is used to evaluate progress and evaluate claims for payment for the project work completed. It includes organization and mobilization information, subcontractor information, equipment and material delivery, equipment and spare parts transfer information, delivery tickets, Davis Bacon Wages and Rates information, delays and claims, certificates of compliance, and payment information.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21805

TITLE: Contractor activities (temporary files)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21891

3

TITLE: Contractor activity (permanent files)

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The purpose of these records is to collect information that measures the contractor activities under the contract. It is used as part of the permanent project file. It includes submittal logs, submittals for the construction, construction and maintenance manuals, permits, contract changes, certificates of compliance, change orders, inspection activities, and inspection correspondence and reports.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21891

TITLE: Contractor activity (permanent files)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21238

3

TITLE: Crop production report

DATES: 1980-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These reports document specific crop production annually on land receiving project water to determine and measure the economic benefits of a project. These reports contain the type, volume, and value of all crops produced.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency and these records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21238

TITLE: Crop production report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21798 3

TITLE: Daily reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of this report is to track the daily progress of a specific project. It is used to document construction progress and to see if the project is on schedule. The report includes construction information as to what has been built and the status of the project.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21150

3

TITLE: Daily vehicle usage report

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a report of all vehicle usage. It is used for distribution of motor vehicle costs and includes date, miles traveled, driver's name, and related feature.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20156

3

TITLE: Daily work logs

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 3.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 22055

3

TITLE: Daily work logs

DATES: 1965-

ARRANGEMENT: Alphanumerical, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a log of all work orders related to district facilities. It is used for reference to verify that work was performed. It includes work order request, dates received and completed, any project specific information , and worker's initials.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 3.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19907

1

TITLE: Deductions and other earnings register

DATES: undated

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These registers record amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions. These include reports and related papers of vouchers and payment schedules pertaining to insurance deductions (kept with Payroll Distribution Report).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(f)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21497

3

TITLE: Definite plan report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records describe the proposed action and alternatives considered for a specific project in a report. It is used as an explanatory tool. It includes a projection of the environmental effect of the project, a definition of what the project is and how it is supposed to work.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records may also be subject to audit and litigation proceedings.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19901

3

TITLE: Deposit slips

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are bank cashiers' slips showing the amount and date of deposit of monies into district accounts.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21258

3

TITLE: Design reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These reports document the specifications for construction design and are used to establish the design specifications for the construction project. They contain the project description, scope and size, facility sizing, geotechnical site investigations, utility summaries, easements, schedules, cost estimates, related graphs and tables of information, drawings, permits, and design data.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency and may be subject to litigation and audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21258

TITLE: Design reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 20150

3

TITLE: Disaster planning/security files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used to prepare city-wide plans for action to address emergency conditions (e.g. fire, flood, earthquake, and other disasters). They include studies and evaluations undertaken by the municipality, and the completed disaster plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 1.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(10)(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 19888

3

TITLE: Disposition records

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions.

RETENTION:

Retain 7 years after property is disposed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 1.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after property is disposed.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21807 1

TITLE: District radio licenses

DATES: 1999-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose and use of this record series is to store licenses that allow the district to run the radio system. It includes FCC licenses which establish the transmitter frequencies, call signs, issue date, and expiration date for the broadcast repeater stations.

RETENTION:

Retain until superseded.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19932

3

TITLE: Eligibility list or register

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This a a register of persons identified as qualified (eligible) to fill specific municipal positions. The municipality hires from this register.

RETENTION:

Retain 2 years after expiration of eligibility

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after expiration of eligibility and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: Central Utah Water Conservancy District

SERIES: 21161

3

TITLE: Emergency and other personal leave files

DATES: 1993-

ARRANGEMENT: Alphabetical by employee last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19229

3

TITLE: Employee earnings history files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION:

Retain until separation of employee and then file in personnel file for thirty years or 3 years after retirement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until separation of the employee and then place in the personnel file.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(f) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19229

TITLE: Employee earnings history files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21088

3

TITLE: Employee group health records

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The records document the district's employees group health coverage benefits. They include correspondence, forms, insurance booklets, and insurance policy contracts for health, dental and other insurance for the benefit of district employees.

RETENTION:

Retain 3 years or until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19933

3

TITLE: Employee history card

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These cards provide a summary of individual employee municipal employment. They are used exclusively for easy reference. The cards include the employee's name, date service began, social security number, birth date, health certificates and dates, work experience, salaries, and special assignments.

RETENTION:

Retain 7 years after termination

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 6.

AUTHORIZED: 04/01/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21166

3

TITLE: Employee warning files

DATES: 1990-

ARRANGEMENT: Alphabetical by employee surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are unacceptable performance appraisals where a notice of proposed demotion or removal is issued but not effected, along with all related documents.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after after acceptable performance review or until reduction in grade and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Central Utah Water Conservancy District

SERIES: 19923

3

TITLE: Employment application (not hired)

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

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:

Retain 2 years after application deadline.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 61.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(a)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21207

3

TITLE: Employment applications - hired

DATES: 1964-

ARRANGEMENT: Alphabetical by employee

ANNUAL ACCUMULATION:

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were subsequently hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references. This should be filed in the Personnel file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until transferred to personnel file.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(a)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21092

3

TITLE: Employment eligibility records (I-9)

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This form is required by the U.S. Immigration and Naturalization Service to be completed by all employers when hiring, when recruiting for a fee, or when continuing to employ individuals in accordance with 8 CFR 274a.2 (1993)). It is used to verify the prospective employee is a U.S. citizen, resident alien, or legal immigrant eligible to be hired in the United States.

RETENTION:

Retain 3 years after date of hire or 1 year after date the individual's employment is terminated, whichever is longer

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 67.

AUTHORIZED: 11/02/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of hire or until 1 year after termination whichever is longer and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(2)(a) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21957

3

TITLE: Endangered species act compliance records

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records fulfill the legal obligations under the National Environmental Policy Act (Title 55-1-4332). They contain the biological assessment for the U.S. Fish and Wildlife Service, the draft biological opinion from the Fish and Wildlife Service, and the final biological opinion. It also includes correspondence related to the species list.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

This disposition is based on the Federal requirements under the National Environmental Policy Act (Title 55-1-4332).

AGENCY: Central Utah Water Conservancy District

SERIES: 21957

TITLE: Endangered species act compliance records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21496

3

TITLE: Environmental commitment checklist records

DATES: 1993-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records list environmental activities that a project is committed to complete. It is sent to the Environmental Protection Agency and the Fish and Wildlife Service to make sure the project is done and is in compliance with environmental requirements and is successful. It is also used as a yardstick to measure effectiveness. It can include information on the following programs: air and water quality monitoring, threatened and endangered species, wildlife protection, hazardous material, public considerations, cultural resources, and aquatic habitat. This can sometimes be found in the Environmental Assessment.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records could also be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21496

TITLE: Environmental commitment checklist records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21892

3

TITLE: Environmental reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records fulfill the publishing and legal obligations under the National Environmental Protection Act. These records contain the Notice of Intent to Prepare an Environmental Impact Statement (EIS) or Environmental Agreement (EA), the Notice of Availability of the Draft Environmental Impact Statement (DEIS) or Final Environmental Impact Statement (FEIS), Notice of Public Hearing on the DEIS or FEIS, DEIS, Public Comments on the DEIS or FEIS, ROD, All Technical Reports that support the EIS, FEIS, DEA, FEA, Notice of Intent to Prepare and Environmental Assessment EA, Draft EA, Final EA, Public Comments on the DEA, Categorical Exclusions, and the Contaminant Study.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative
These files may be subject to litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21892

TITLE: Environmental reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21893 3

TITLE: Environmental supporting documents

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This record series contains supporting documents necessary in fulfilling the legal obligations under the National Environmental Policy Act. It includes the scoping summary report (including all drafts, internal comments, and all comment letters), the Environmental Impact Statement (EIS) prep plan, the EA prep plan, specialist work plans, the preliminary draft EIS, the preliminary draft EA, and clearance to print documents.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of project and then destroy provided records kept permanently elsewhere (record series 21892).

APPRAISAL:

Administrative
These records may be subject to litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21893

TITLE: Environmental supporting documents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21168

3

TITLE: Equal Employment Opportunity (EEO) discrimination complaint case files

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document official discrimination complaints received and resolved by the municipality. The files contain complaints, related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222 (1992).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21241

3

TITLE: Equipment files

DATES: 1992-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records contain the inventory of District equipment, with a worth of less than \$5,000, for the purpose of inventory control, purchasing, and replacement schedules. They include office and computer equipment, computer network equipment, teaching/presentation aids, equipment, etc. They also contain purchasing information, maintenance information, indices of equipment available for employee use, and related correspondence.

RETENTION:

Retain 7 years, after superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21241

TITLE: Equipment files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19891

3

TITLE: Equipment inventories

DATES: undated.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION:

Retain 7 year after reconciliation with subsequent inventory

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 4, Item 3.

AUTHORIZED: 03/30/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20157

3

TITLE: Equipment maintenance and repair records

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of service repair and maintenance of municipal equipment, including office machines and furniture.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 4.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21499

3

TITLE: Exclusion/inclusion files

DATES: 1992-

ARRANGEMENT: Alphanumerical by district, thereunder alphabetical by county

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the process of excluding/including county membership in the District. They include original petitions, court records, testimony, and public responses.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Legal

This disposition is based on the legal requirements for admittance to the district and the records may be subject to audit and litigation.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21253

3

TITLE: Executive summary

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This is a summary of monthly progress reports from each Central Utah Project Completion Act project including consultants reports for the current month. It is used to update the board of directors and the project team on the status of all projects for the month. These records include monthly progress reports, financial reports, and summaries.

RETENTION:

Retain 5 years after program is completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the administrative functions and needs of the agency. These records may be subject to a program audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21253

TITLE: Executive summary

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21165

3

TITLE: Exempt employee performance-related records

DATES: 1980-

ARRANGEMENT: Alphabetical by employee surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the performance of exempt employees. They may include performance records superseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

RETENTION:

Retain 5 years after date of appraisal in the personnel file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after date of appraisal and then retain in personnel file.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Central Utah Water Conservancy District

SERIES: 21165

TITLE: Exempt employee performance-related records

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21491

3

TITLE: Feasibility report

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports determine the feasibility of proposed projects within the district as well as the Central Utah Project Completion Act. They include project and activity costs, types of elements of construction, difficulties of construction, and detailed description of the project or activity and its objectives and benefits.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records could also be subject to audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21491

TITLE: Feasibility report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21235 3

TITLE: Fee proposals

DATES: 1965-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are solicited and unsolicited bids, and proposals to provide products or services which, due to funding or administration reevaluation, are no longer required by the municipal agency, or will not be opened in the bidding process.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

AUTHORIZED: 08/24/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(2)

AGENCY: Central Utah Water Conservancy District

SERIES: 21245

3

TITLE: Financial planning projections

DATES: 1980-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

The district uses these records for financial planning to assess future district projects. These records contain anticipated revenues and expenditures for future projects as well as cost estimates and budgeting information on past projects.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19815

3

TITLE: Finding aids

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are indexes, lists, registers, and other aids that assist in the efficient use of other records.

RETENTION:

Retain until records to which they pertain are destroyed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until records to which they pertain are destroyed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21097

3

TITLE: Fish and Wildlife Coordination Act report

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is prepared by the U.S. Fish and Wildlife Service in accordance with both the Fish and Wildlife Coordination Act and the Central Utah Project Completion Act. It is based on the project plan given to them by the District and is used to determine the potential impact of proposed water projects on fish and wildlife populations. The report is prepared regularly for federal water projects. It includes the actual report and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21097

TITLE: Fish and Wildlife Coordination Act report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19892

3

TITLE: Fixed asset files

DATES: 1966-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain listings of all district property (buildings and real estate), vehicles, equipment, and furniture with a worth in excess of \$5,000. They include description, cost, date purchased, location, name of vendor, and depreciation.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19921

3

TITLE: Flextime and attendance report files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are supplemental time and attendance records (e.g., sign-in/sign-out sheets and work reports). They are used for payroll accounting under flextime systems.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21171

3

TITLE: Fuel records

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by the municipal vehicles.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19914

3

TITLE: Garnishment of wages or levies of district employees

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of garnishments or levies for debts owed by employees which are attached to employees' earnings.

RETENTION:

Retain 3 years after the end of garnishment

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after after the end of garnishment and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-20-302(f)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19817

3

TITLE: General administrative records

DATES: 1991-2015.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are non-project records of a general facilitative nature created or received in the course of administering programs. They include correspondence with the general public, federal agencies, state agencies, local agencies internal, consultant/contractor, landowner, water users, environmental groups, Native Americans, newspapers, mitigation commission, canal companies, water districts, and associations; and daily, weekly, monthly or quarterly activity reports which may be summarized in an annual report.

RETENTION:

Retain 2 years or until no longer needed for reference

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: 03/16/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after or until no longer needed for reference and then destroy.

APPRAISAL:

schedule based on administrative need

AGENCY: Central Utah Water Conservancy District

SERIES: 19817

TITLE: General administrative records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2015.

AGENCY: Central Utah Water Conservancy District

SERIES: 19818

3

TITLE: General housekeeping files

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of a general housekeeping nature 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:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 73.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19902

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

AUTHORIZED: 03/31/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 24576

3

TITLE: General obligation bonds

DATES: 1991-

ARRANGEMENT: Alphanumerical thereunder Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These bonds constitute general obligations of the District, for the prompt and punctual payment of principal or interest on which the full faith and credit of the District are pledged. These issued bonds are not payable solely from revenues other than those derived from add valorem taxes. The revenue derived from the sale of bonds shall be applied only to the purpose specified in the order of the municipal legislative body (UCA 11-14-310 (2006)). This series includes the book-bound volumes provided by bond attorneys.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment and then destroy provided bound bond books are retained permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Central Utah Water Conservancy District

SERIES: 24576

TITLE: General obligation bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19819

3

TITLE: Grant files (original applications)

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19820

3

TITLE: Grant files operational

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semi-annual basis. It also includes supporting documentation.

RETENTION:

Retain 3 years after completion of all applicable audits

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 10.

AUTHORIZED: 03/16/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of all applicable audits and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19934

3

TITLE: Grievance and disciplinary files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the review of grievances and appeals raised by municipal employees, except EEO complaints. These case files include witnesses' statements, reports of interviews; and hearings, examiner's findings, recommendations and exhibits; and records relating to a reconsideration request.

RETENTION:

Retain 3 years after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private unsubstantiated

SECONDARY DESIGNATION(S):

Public. substantiated (UCA 63G-2-301(2)(o) (2008))

AGENCY: Central Utah Water Conservancy District

SERIES: 21490

3

TITLE: Groundwater studies

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These studies collect data about the presence and movement of water in underground aquifer. It is used to determine the availability of groundwater for irrigation and municipal and industrial uses. It includes the area, well log data, pumping records, water quality, and permanent water yield information. It can include computer modeling.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records could also be subject to audit and litigation.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19814

3

TITLE: Historical scrapbooks

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are a chronological record of the activities of the district. They may include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to the district's actions and reactions of the district's citizens that are specific to the history of the district and the district's activities. They also include information on the formation of the district. These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: 03/16/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Central Utah Water Conservancy District

SERIES: 19814

TITLE: Historical scrapbooks

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21160

3

TITLE: Income tax files

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain 3 years after form is superseded or termination of employee.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/14/2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after form is superseded or termination of employee and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-(302)(f)

AGENCY: Central Utah Water Conservancy District

SERIES: 19867

3

TITLE: Information technology feasibility studies

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes of these systems.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 11.

AUTHORIZED: 10/23/2002

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 19867

TITLE: Information technology feasibility studies

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(22) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19915

3

TITLE: Insurance deduction files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: Central Utah Water Conservancy District

SERIES: 20151

3

TITLE: Insurance policy files

DATES: undated

ARRANGEMENT: Alphabetical by type of insurance

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 15 years after expiration of policy and settlement of all claims.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and settlement of all claims and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20152

3

TITLE: Insurance reports

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 12 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 3.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Central Utah Water Conservancy District

SERIES: 24879

3

TITLE: Integrated pest management plan

DATES: 2001-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This series consists of the Integrated Pest Management Plan. This plan is used for determining appropriate action to be taken for the control of rodents and weeds at District project/facility sites. The plan is usually updated every five years or so and includes suggestions and MSDS sheets for pesticides and/or other means used in controlling rodents and noxious weeds at those sites. Also included in this series is correspondence from the United States updating the District on new means of control.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 24879

TITLE: Integrated pest management plan

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21800 3

TITLE: Integrated resource plan

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of these records is to establish a plan detailing electrical information to increase efficiency. It includes the Integrated Resource Plan prepared by Utah Associated Municipal Power Systems. This plan includes supply and demand information to satisfy future power demands. The District is a member of UAMPS and the district board adopted this plan.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21488

3

TITLE: Internal audits

DATES: 1993-

ARRANGEMENT: Alphabetical by consultant

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These audits confirm the expenses billed as provided by the agreements. This includes confirmation of the overhead rates, hours worked, expenses billed, names of users, and dates of services provided. Primarily pertains to audits performed on CUPCA projects.

RETENTION:

Retain 7 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after completion of project and then destroy.

APPRAISAL:

Fiscal Legal

This disposition is based on the needs of the agency and will be subject to audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21488

TITLE: Internal audits

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(15)

AGENCY: Central Utah Water Conservancy District

SERIES: 21151

3

TITLE: Investment registers

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are registers of all investments held by the district. They may also documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21157

3

TITLE: Invoices

DATES: 1964-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 8.00 cubic feet.

DESCRIPTION:

These records document the procurement of goods and services for the district. They usually include the date, number of items received, descriptions of items, invoice number, purchase order number, vendor, unit and total price of goods. Invoices are usually part of the accounts payable files or purchase order files.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19935

3

TITLE: Job opening files

DATES: undated

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain a listing of all district job openings with job descriptions.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19916

3

TITLE: Leave application requests

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are applications for leave, and supporting papers relating to request for, and the approval of, taking leave time (vacation, sick, etc.).

RETENTION:

Retain 3 years. Transfer to personnel file

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(f)

AGENCY: Central Utah Water Conservancy District

SERIES: 19917

3

TITLE: Leave data files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(f) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19880

3

TITLE: Legal files

DATES: 1992-

ARRANGEMENT: Chronological, thereunder alphanumeric by project phase code

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain legal correspondence and litigation records. They are used for reference purposes. They include copies of letters and memoranda concerning general and specific legal correspondence and litigation records.

RETENTION:

Retain 2 years, or until no longer needed for administrative purposes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years or until no longer needed for administrative purposes and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 19880

TITLE: Legal files

(continued)

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(16); UCA 63G-2-305(17), UCA
63G-2-305(18)

AGENCY: Central Utah Water Conservancy District

SERIES: 21484

3

TITLE: Legislation records

DATES: 1964-

ARRANGEMENT: Alphabetical by category

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of these records is to maintain a depository of the authorizing legislation which governs the operations of the Central Utah Project Completion Act (CUPCA) and the Central Utah Water Conservancy District (CUWCD). The files contain the public law 102-575 (CUPCA), state legislation (CUWCD), testimony of committees before congress, and special district codes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

These records may be used for reference on legal matters as to the meaning and intent of the legislation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21484

TITLE: Legislation records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20153

3

TITLE: Liability risk management case files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

RETENTION:

Retain 20 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after case closed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Central Utah Water Conservancy District

SERIES: 19866

3

TITLE: Mailing lists

DATES: undated.

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are lists of names and addresses used for various municipal mailings (billings and other administrative purposes).

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

AUTHORIZED: 03/23/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302(f)

AGENCY: Central Utah Water Conservancy District

SERIES: 22056

3

TITLE: Maintenance or repair records

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of service, repair, and maintenance of project and/or district facilities and equipment located at the respective district facilities. This file can contain work orders that are deemed a permanent record by O&M personnel.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 12.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20154

3

TITLE: Medical and dental insurance claim files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 6.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(a) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21086

3

TITLE: Medical and drug testing records

DATES: 1992-

ARRANGEMENT: Alphabetical by category of test, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document drug tests required of all new hires and preemployment medical examinations in accordance with district policy. They also include periodic district drug tests and medical examinations of district employees. They include physician report forms, chain of custody forms, and test result forms.

RETENTION:

Retain 3 years after separation of employee or three years after retirement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after separation or retirement of employee and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21086

TITLE: Medical and drug testing records

(continued)

PRIMARY DESIGNATION:

Private UCA 63F-2-302(1)(b)

AGENCY: Central Utah Water Conservancy District

SERIES: 19868

3

TITLE: Minutes

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Central Utah Water Conservancy District

SERIES: 19868

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 DESIGNATION:

Public UCA 52-4-7(3)(2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21890

3

TITLE: Minutes of administrative, advisory, project meetings

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date.

ANNUAL ACCUMULATION: 1.00 cubic foot.

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:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Central Utah Water Conservancy District

SERIES: 21890

TITLE: Minutes of administrative, advisory, project meetings

(continued)

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 52-4-7(3)(2008)

SECONDARY DESIGNATION(S):

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21494

3

TITLE: Mitigation report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report is used to schedule mitigation activities which may include providing land to replace habitats, wetlands, water or streams, or any other activity to mitigate the impact of the project. This report includes project reports that outline mitigation requirements and various other mitigation activities. Mitigation reports can also be found in other environmental documents, such as EA, EIS or environmental commitment checklist documents.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records may also be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21494

TITLE: Mitigation report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19873

3

TITLE: News releases

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain a copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or non-textual record such as a film or video sound recording.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 20.

AUTHORIZED: 03/23/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: Retain in Office for 1 year after administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21162

3

TITLE: Non-exempt employee performance-related records

DATES: 1980-

ARRANGEMENT: Alphabetical by employee last name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are performance-related records pertaining to summary performance appraisal, including appraisals and job element standards upon which they are based; and any supporting documentation.

RETENTION:

Retain 3 years after date of appraisal in the personnel file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 27.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of appraisal and then transfer to personnel file.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private

AGENCY: Central Utah Water Conservancy District

SERIES: 21162

TITLE: Non-exempt employee performance-related records

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21233

3

TITLE: Operational reports

DATES: 1992-

ARRANGEMENT: Alphanumerical, thereunder chronological by date

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These operational reports provide statistical information which can guide changes in operating procedures or to confirm operating procedures. This series includes state compliance reports, treatment plant information such as water that goes in and out of the plant, odor and chlorine reports, and inspection reports on the operating procedures of the district facilities. The statistical information includes daily treatment plant information on the amount of the water treated, the filters used and the air temperature.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency and these records may be subject to litigation and audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21233

TITLE: Operational reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21247

3

TITLE: Operations and maintenance cost records

DATES: 1980-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This record series tracks the operation and maintenance costs associated with each district/project reservoir, dam, aqueduct, and flow line. These records also contain an explanation of use and the amount users have been billed for the delivery of water.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-203

AGENCY: Central Utah Water Conservancy District

SERIES: 19869

3

TITLE: Organizational files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are graphic illustrations providing a detailed description of the arrangement and administrative structure of the district. These files contain organizational charts, reorganizational studies, functional statements, and mission statement.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19905

1

TITLE: Payroll distribution report

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and statistics with supporting and related records which document payroll operations. They include reports and data used for workload and personnel management purposes, budget authorizations in operating payroll units, and quarterly reports.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1) (2008)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21159

3

TITLE: Payroll files

DATES: 1965-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

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:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)

AGENCY: Central Utah Water Conservancy District

SERIES: 21159

TITLE: Payroll files

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19918

3

TITLE: Payroll register

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 31.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19918

TITLE: Payroll register

(continued)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21803 3

TITLE: Permanent task support data files

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

The purpose of these files is to house the raw data which is used for analysis, planning, and design of projects and other activities. These files contain information and studies on a variety of areas including; health and safety, geologic, agricultural, water quality, fish and aquatic, threatened and endangered species, wetland, economics, system and computer modeling, water pricing, lease of power privilege, request for water, water requirements, water use data, water rights (stocks), municipal and industrial use of water, rehabilitation, gauging stations, land classification, inspections, hydraulics, design data, geotechnical, rights of way and easements, Utah Lake Distribution Plan, cathodic protection, water delivery records, and dam instrumentation data, notice of intent (excluding environmental related), photographs/pictures, and operating logs that are maintained at the facilities. May also include correspondence and reports related to the data.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Central Utah Water Conservancy District

SERIES: 21803

TITLE: Permanent task support data files

(continued)

APPRAISAL:

Administrative

These records may be subject to audit and litigation.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19936

1

TITLE: Personal injury files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was filed. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302

AGENCY: Central Utah Water Conservancy District

SERIES: 19937

1

TITLE: Personnel files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are the official employment files for all district employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, evaluation forms, and exit interview forms and notes. Also includes change in work schedules pertaining to flex time or telecommute schedule.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21495

3

TITLE: Personnel safety records

DATES: 1993-

ARRANGEMENT: Alphabetical by safety plan

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document safety guidelines, concerns, and actions. These records include the hazard communication program, the lockout/tagout program, the permit required confined space program, the emergency response plan, and the respiratory protection plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records may also be subject to audit and litigation proceedings.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21500 3

TITLE: Plan formulation report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records report on the processes used to evaluate the alternatives to a project including conclusions made. It includes inventories, scoping results, and the technical advisory committee plan.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
These records may also be subject to audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21102

3

TITLE: Planning memoranda

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These memoranda summarize both the district's strategy and the actual planning efforts for proposed projects. They are a decision making tool. They may include pre-planning activities, project approach and schedule, plan formulation schedule, the project specific public involvement plan, final planning outlines, alternatives to the project, biological opinions, scoping information, and engineering and environmental field studies.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project completion and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21102

TITLE: Planning memoranda

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19870

3

TITLE: Policies and procedures

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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, and the manuals.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19870

TITLE: Policies and procedures

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 19816

3

TITLE: Policy and program development subject files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 10.

AUTHORIZED: 03/09/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19938

1

TITLE: Position description files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files describe established positions including information on title, grade, duties, and agency responsibilities.

RETENTION:

Retain 5 years after position is abolished or description is superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after position is abolished or description is superseded and then destroy.

Paper copy: Retain in Office until position is abolished or description superseded and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21795

3

TITLE: Pre-construction report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report is the milestone report that marks the end of the plan formulation phase in a project, and the start of the design phase of a project. There is only one pre-construction report submitted per project. These records include chapters on all of the findings, including public involvement reports, public issues, project definitions and constraints, environmental data collection, and other findings dealing with the proposed action. It does not compare alternatives.

RETENTION:

Retain 5 years after completion of project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

These records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21795

TITLE: Pre-construction report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21794

3

TITLE: Preliminary planning report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These reports are specific and preliminary in nature and are used to identify project alternatives. They are usually followed by additional planning and the pre-construction report. If the preliminary planning report discloses "fatal flaws" in the proposed project, planning may be discontinued at this stage. This report contains project alternatives for the proposed project.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
These records may be subject to audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21794

TITLE: Preliminary planning report

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21250 3

TITLE: Program cash flow request record

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This record is the funding request from the program manager to the United States Department of the Interior for the two years in advance, which is to be appropriated for the Central Utah Project Completion Act (CUPCA) from the federal budget. These records include a work breakdown structure for each CUPCA project, construction start dates, projected budgets (for the next five years), project feature descriptions, and project schedules.

RETENTION:

Retain 5 years, after program completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. These records may be subject to litigation and audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21250

TITLE: Program cash flow request record

(continued)

PRIMARY DESIGNATION:

Protected 63G-2-305(6)

AGENCY: Central Utah Water Conservancy District

SERIES: 21255

3

TITLE: Program estimate record

DATES: 1991-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This record provides a detailed description of every project included in the Central Utah Project Completion Act (CUPCA) and is used by management to document CUPCA projects. These records include budgets, and work schedules. It also includes the Scope Monitor Report which defines the scope of the project, its descriptions and costs, and is updated on an ongoing basis as the projects are amended and changed.

RETENTION:

Retain 5 years, after program completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. These records may also be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21255

TITLE: Program estimate record

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21487

3

TITLE: Program schedules

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These schedules are to make projections of program activities on a time basis and are used to track program progress. These schedules include a master program schedule, which includes dates, times, and project phase identification descriptions.

RETENTION:

Retain 5 years after program completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

These records may also be subject to audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21799

3

TITLE: Progress reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The purpose of this report is to track the monthly progress of a specific project. It is used to document construction progress and to see if the project is on schedule. The report includes photos of the project, general project data, project location, project scope, a description of the work being done, a project work summary table, construction progression curve, planned activities for the upcoming month, current month payment estimates summary, and a history of the contactor earnings and payments.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21799

TITLE: Progress reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20319 3

TITLE: Project correspondence

DATES: 1992-

ARRANGEMENT: Chronological, thereunder alphanumerical by project phase code

ANNUAL ACCUMULATION: 30.00 cubic feet.

DESCRIPTION:

These correspondence files are used to manage communications with various groups related to the District and Central Utah Project Completion Act projects. They include copies of letters, memoranda, and notices.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(16)(17)(18)

AGENCY: Central Utah Water Conservancy District

SERIES: 21888 3

TITLE: Project meeting agenda

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are notices/agenda of project meetings. They may include date, time, location, and topics to be discussed at meetings.

RETENTION:

Retain 5 years after completion of project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after completion of project and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21486

3

TITLE: Project phase files

DATES: 1992-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document project planning throughout its different phases. These documents are nonspecific, but are project planning phase related.

RETENTION:

Retain 5 years, after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

These records may also be subject to litigation proceedings.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21493

3

TITLE: Project schedules

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These schedules provide a projection of the project activities on a time basis. They include the project identification, name the type of project, type of work to be done, master project schedule, monthly progress updates, and weekly and monthly work schedules. They are often received as submittals.

RETENTION:

Retain until 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
These records may also be subject to audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21248

3

TITLE: Project work transfer records

DATES: 1980-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document projects that are completed mainly by the federal Bureau of Reclamation and then transferred to the district to be maintained. They are used to document the date and time period when the project was transferred and when the district became responsible for maintaining the project. These records include the specifications, record drawings, and other project construction related documents.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency. These records may be subject to litigation if there is a case involving a project transferred to the agency.

AGENCY: Central Utah Water Conservancy District

SERIES: 21248

TITLE: Project work transfer records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 21100

3

TITLE: Public involvement plan

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This plan details the steps and procedures to be followed to encourage and enhance public involvement in the district's projects and activities. It is used to educate and inform the public. It is the district's policy that no Central Utah Project Completion Act project is undertaken without input from a cross-section of parties interested in the future of Utah's water and environment. The plan's purpose is to establish a broad-based coalition of various groups (e.g., irrigation companies, sports associations, municipalities) in their projects. It includes the plan and any related correspondence.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after project completion and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21100

TITLE: Public involvement plan

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19871

3

TITLE: Public relations files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

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:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 19.

AUTHORIZED: 03/23/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19874

3

TITLE: Publications

DATES: 2004-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Paper copy: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Central Utah Water Conservancy District

SERIES: 19874

TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21158

3

TITLE: Purchase orders

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the district. They contain the name of the requesting department, name of vendor, items, date ordered, delivery date, purchase order number, account charged, and authorizing signature. They are filed with the accounts payable/receivable records.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 23540

3

TITLE: Quarterly expenditure reports

DATES: 1992-

ARRANGEMENT: by project phase, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports are prepared quarterly. They document the status of District Central Utah Project Completion Act (CUPCA) accounts and apportionment, comparing budgets and actual expenditures. They are used for audit purposes and to meet the requirements of the United States Department of the Interior, which monitors the use of the federal funding received for this program. Included are bank account information and invoice information, including date of entry, cost amount, project, etc. Also includes correspondence approving quarterly expenditure report and approving or commenting on single audits performed on quarterly expenditure reports.

RETENTION:

Retain 5 years in office after program completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Fiscal

AGENCY: Central Utah Water Conservancy District

SERIES: 23540

TITLE: Quarterly expenditure reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21098

3

TITLE: Quarterly report

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This quarterly report is required by the provisions of the Central Utah Project Completion Act. It is a monetary report compiled to document where project allocated money has been spent. It includes account balances as well as money on hand for both federally and locally funded projects.

RETENTION:

Retain 5 years after program completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21796 3

TITLE: Quarterly reports

DATES: 1987-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

The purpose of this report is to track projects and it is prepared quarterly. They are used to determine if the project is on schedule. These records include an executive summary, work done in the last quarter, work to be done in the next quarter, construction and engineering activities planned for the next quarter, design and construction schedules, cash flow summary, and major changes to be made over the next quarter.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21796

TITLE: Quarterly reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21889 3

TITLE: Radio information records

DATES: 1999-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files are used to collect radio information used by the district radio system. This includes correspondence with the Federal Communication Commission.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21260

3

TITLE: Reclamation Reform Act records-utah county office

DATES: 1990-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 12.00 cubic feet.

DESCRIPTION:

These documents certify lands which are owned and/or leased which comply with the Reclamation Reform Act (RRA). These records include water lease agreements, legal decisions of properties, worksheets, correspondence, costs, owners names, and legal descriptions of land and properties.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

This disposition is based on administrative need of the agency and to meet the requirements of the Reclamation Reform Act of 1982 CFR (43-121-1A).

AGENCY: Central Utah Water Conservancy District

SERIES: 21260

TITLE: Reclamation Reform Act records-utah county office

(continued)

PRIMARY DESIGNATION:

Exempt 5 USC 552 A As Amended

AGENCY: Central Utah Water Conservancy District

SERIES: 22638

3

TITLE: Reclamation reform act changes

DATES: 1990-

ARRANGEMENT: Numerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records dealing with changes to the reclamation Reform Act law. They include memos, guidelines, reporting requirements, and anything else dealing with changes with the law.

RETENTION:

Retain in Office permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 22637

3

TITLE: Reclamation reform act records - Duchesne office

DATES: 1990-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These documents certify lands which are owned and/or leased which comply with the Reclamation Reform Act (RRA). These records include worksheets, correspondence, costs, owners names, and legal descriptions of land and properties.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2000

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative Legal

This disposition is based on legal citation: 43 CFR Part 426, section 426.19(e)

PRIMARY DESIGNATION:

Exempt Federal Law - Privacy Act 5 USC 552a 43 CFR 2

AGENCY: Central Utah Water Conservancy District

SERIES: 22061

3

TITLE: Records destruction form

DATES: 1999-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 66.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21240 3

TITLE: Records retention schedule

DATES: 1998-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

This contains the listing of all district records series, where and how long they are kept, their description and any legal reference.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the agency and the legal requirements of the UCA 63-2-101 to 63-2-909 (1998). These records also may be subject to audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21489

3

TITLE: Redevelopment taxing agency records

DATES: 1992-

ARRANGEMENT: Alphabetical by county, thereunder alphabetical by entity

ANNUAL ACCUMULATION:

DESCRIPTION:

These records enable those wishing to develop land under the Rural Economic Development law to comply with its provisions. Such entities must report to their respective taxing bodies their budgets, annual reports, and other activity reports.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21244

3

TITLE: Repayment files

DATES: 1970-

ARRANGEMENT: Numerical by block notice number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document repayment to the United States Government for the cost of the Central Utah Water Project. They contain description of the block (how a water supply is going to be developed by the government and how the district will pay for it), water available, repayment schedule, agreements/contracts, reserve funds, and equipment transferred.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the assessment and needs of the agency. These records are subject to audit and possible litigation. They also meet the legal requirements of the CFR (43-12.6).

AGENCY: Central Utah Water Conservancy District

SERIES: 21244

TITLE: Repayment files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21236

1

TITLE: Requests for proposals

DATES: 1965-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

This is information generated by the District to request proposals to make decisions on purchasing equipment, deciding on a contactor, or adopting new systems. The request usually asks for; the name, address, and the telephone number of the company submitting the proposal, and what the District is looking for in the proposal (description of project or need).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19919

1

TITLE: Retirement records

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a listing of all employee retirement plans, includes employee contributions, district contributions, social security number, name, salary, the contributors. Listing of installment payments when loans are taken through retirement plans is provided to Utah Retirement Systems.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(2)(b) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 24577

3

TITLE: Revenue bonds

DATES: 1991-

ARRANGEMENT: Alphanumerical thereunder Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These bonds are issued by the District payable solely from revenues attributable to the extension and improvement to revenue producing facilities (UCA 11-14-307 (2006)). This series includes the book-bound volumes provided by bond attorneys.

RETENTION:

Retain 7 years after final payment

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

APPROVED: 08/2006

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after final payment and then destroy provided bound bond books are retained permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19876

3

TITLE: Routine control files

DATES: undated.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to control work flow and to record routine actions. Includes job control records, status cards, routing slips, work processing sheets, correspondence forms, and receipts for records charged-out.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 23.

AUTHORIZED: 10/23/2002

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer needed for operational purposes and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20158

3

TITLE: Service requests

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION:

Retain 6 months after maintenance is completed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 7.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after maintenance completed and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21792

3

TITLE: Significant lawsuit case files

DATES: 1887-

ARRANGEMENT: Alphabetical by lawsuit

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are case files for significant lawsuits filed by the district and those filed against the district. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

RETENTION:

Retain permanently, may be transferred to the state archives.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(16)(17)(18)

AGENCY: Central Utah Water Conservancy District

SERIES: 21094

3

TITLE: Snotel report

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report documents the snow's water content. It is used to predict water supply. It includes correspondence, reports, and precipitation updates.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19903

3

TITLE: State Treasurer's accounting statements

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 19.

AUTHORIZED: 03/31/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21249 3

TITLE: Statement of qualifications

DATES: 1993-

ARRANGEMENT: Alphanumerical by project fund code, thereunder alphabetical by company name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records are maintained about firms who desire to provide professional engineering services to the district. It is used to identify firms qualified to perform services for specific projects. They do not include SOQs received in response to the District soliciting them for a specific project.

RETENTION:

Retain 5 years or until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21099

3

TITLE: Status report

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are reports released normally on a monthly basis on the status of various district projects. They are used to determine whether or not the project is on schedule. The records include project updates as well as financial information reports.

RETENTION:

Retain 5 years after project completion.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21093

3

TITLE: Strategic plan

DATES: 1998-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This plan merges the current views of management and employees to determine the district's condition and future directions. It is used as a planning and management tool to provide organizational direction. This plan includes mission and vision statements, employee responses, executive outlines, and consultant correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21093

TITLE: Strategic plan

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 19904

3

TITLE: Subsidiary ledger and journals

DATES: 1989-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 34.

AUTHORIZED: 04/10/2017

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21237

3

TITLE: Successful bids and proposals

DATES: 1965-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

AUTHORIZED: 08/24/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19893

3

TITLE: Surplus property case files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the sale of surplus district property. May include invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19877

3

TITLE: System studies final report

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the final reports of various studies (i.e. program analyses, project studies) by private and other government agencies.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 25.

AUTHORIZED: 03/25/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21205

3

TITLE: System studies supporting files

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are documents related to various studies (i.e. program analyses, project studies) by private and other government agencies. Includes working papers, correspondence, and related documentation used for the creation of the final report.

RETENTION:

Retain 3 years after date of final report.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

AUTHORIZED: 02/19/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of final report and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21804 3

TITLE: Task support data files (temporary)

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

The purpose of these files is to house raw data files that are temporary and which will be used for analysis, planning, and design of projects and other activities. These files contain information on a variety of areas including; land use plans, cultural and paleontology resources, social data, recreation, soils, air quality, vegetation, visual resources, hazardous materials, transportation networks, wilderness, wildlife, water resources, distribution systems, drainage, land ownership, cost estimates, conservation data, minerals, and geotechnical instrumentation. They may also include correspondence and reports related to the data.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

These records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21804

TITLE: Task support data files (temporary)

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21090

3

TITLE: Tax levies

DATES: 1992-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain various forms which report to the county auditor the official levies set by the district. Includes the names of the government entities, year, purpose of levy, legal authorization, tax rate levied, total levy, certification by taxing unit (date and authorizing signature), and certification by county auditor. Attached to these forms are all necessary back up information.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

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

AGENCY: Central Utah Water Conservancy District

SERIES: 21090

TITLE: Tax levies

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20164

3

TITLE: Teaching aids training created by outside agencies materials

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by an outside agency for training or presentations within the district.

RETENTION:

Retain until obsolete or superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 15.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete or superseded.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20163

3

TITLE: Teaching and training records

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 15.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19879

3

TITLE: Technical reference files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 26.

AUTHORIZED: 03/25/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(10)(11)

AGENCY: Central Utah Water Conservancy District

SERIES: 21498

3

TITLE: Technical report

DATES: 1992-

ARRANGEMENT: Alphanumerical by phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports record specialized information such as historical data and projections on stream flows, populations, and water use. They are to be used in the planning and preparation of environmental documents. They include environmental comment checklists, comments, and analysis data for the different resources such as wildlife and wetlands affected by a project.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

These records may also be subject to litigation and audit.

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21806

3

TITLE: Technical task memorandum

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

The purpose of this record series is to document the results of field work, basic data gathering, etc., in the form of a report. It does not contain any impact analysis or make recommendations. It is used to analyze the impact of a specific project and to determine required actions and is usually written by a consultant. The record includes geological and environmental evaluations of a potential project site.

RETENTION:

Retain 5 years after completion of project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative
These records may be subject to audit.

AGENCY: Central Utah Water Conservancy District

SERIES: 21806

TITLE: Technical task memorandum

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19887

3

TITLE: Tentative budget

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 8.

AUTHORIZED: 03/27/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19920

3

TITLE: Time sheets

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public UCA 63G-2-301(2)(b)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Central Utah Water Conservancy District

SERIES: 21232 3

TITLE: Unsuccessful bids and proposals files

DATES: 1965-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are solicited and unsolicited unsuccessful (rejected) bids and proposals to provide products or services to an agency by a private contractor.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 17.

AUTHORIZED: 11/17/2015

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(2)

AGENCY: Central Utah Water Conservancy District

SERIES: 20159

3

TITLE: Vehicle assignment records

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 8.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21239

3

TITLE: Vehicle bidding information records

DATES: 1998-

ARRANGEMENT: Alphanumerical by project phase, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document bidding information obtained when purchasing new vehicles. These records include specifications, bid amounts, and descriptive information about each vehicle. Also included are the documents collected relating to the purchase of the new vehicles such as the costs, warranties, and full description of options received on the vehicle.

RETENTION:

Retain in office until vehicle is transferred or sold.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until vehicle is transferred or sold and then destroy.

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21170

3

TITLE: Vehicle maintenance records

DATES: 1995-

ARRANGEMENT: Alphabetical by car

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain 3 year after disposition of vehicle.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 14.

AUTHORIZED: 05/09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after disposition of vehicle and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20160

3

TITLE: Vehicle registration certificates

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These motor vehicle registration forms document ownership of vehicles.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 14.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20149

3

TITLE: Vendor list

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

RETENTION:

Retain until updated or superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 3.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded or updated and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21167

3

TITLE: Wage survey files

DATES: 1991-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain until completion of second succeeding wage survey.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 8, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

Paper: Retain in Office until completion of second succeeding wage survey and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Private

AGENCY: Central Utah Water Conservancy District

SERIES: 21887

3

TITLE: Water Conservation Credit Program

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological by date

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

These records collect credit program administration information as well as credit program project information. They are used to track who has applied for the programs as well as those projects that are being funded. These records include annual reports for the project, supplements, applications for the credit program, contracts for the projects being funded, and feasibility reports. They also contain environmental documents, such as, categorical exclusion checklists.

RETENTION:

Retain 5 years after completion of non-funded CUPCA program, for funded projects retain for the life of the contract.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of the project and then destroy provided environmental documents which will be kept permanently.

APPRAISAL:

Administrative

These records may be subject to audit and litigation.

AGENCY: Central Utah Water Conservancy District

SERIES: 21887

TITLE: Water Conservation Credit Program

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-302(2)(b) Salary information

AGENCY: Central Utah Water Conservancy District

SERIES: 21087

3

TITLE: Water management improvement plan

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase code, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This plan is required by the Central Utah Project Completion Act, Title II (Public Law 102-575, 106.Stat 4600). It contains minimum District-wide water goals, an inventory of water conservation measures, a comparative analysis of the proposed conservation measures, a schedule of implementation, and an assessment of the performance of previously implemented conservation measures. This series also includes drafts, comments, and plan supplements.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the district's administrative needs and the legal requirements specified by Central Utah Project Completion Act, and its secondary historical value to the district.

AGENCY: Central Utah Water Conservancy District

SERIES: 21087

TITLE: Water management improvement plan

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(22)

AGENCY: Central Utah Water Conservancy District

SERIES: 21259

3

TITLE: Water rights files

DATES: 1992-

ARRANGEMENT: Numerical by water right number

ANNUAL ACCUMULATION: 15.00 cubic feet.

DESCRIPTION:

These files document the owner's water rights on the project as filed in the State Engineers's office. These records include a water right database (which includes data specific to the owner such as water rights number, name, approvals, and case notes), memorandum, background information, and documentation of decisions made. It does not include protest letters, which are filed under correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative needs of the agency and the legal requirements of the law as stated in UCA 7A-2-1413 to 1433(1998).

AGENCY: Central Utah Water Conservancy District

SERIES: 21259

TITLE: Water rights files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(1)(j)

AGENCY: Central Utah Water Conservancy District

SERIES: 23534

3

TITLE: Weed and rodent control records

DATES: 1980-

ARRANGEMENT: by project phase, thereunder chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document weed and rodent control performed on district properties and/or facilities by the use of pesticides and chemicals. Included are letters and pesticide use forms. Information includes date service was requested, name of requestor, types of pesticides or chemicals used, quantity used, date service was performed and authorizing signature.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/2001

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 21797

3

TITLE: Weekly reports

DATES: 1992-

ARRANGEMENT: Alphanumerical by project phase, thereunder chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The purpose of this report is to track the weekly progress of a specific project. It is used to document construction progress and to see if the project is on schedule. The report includes project phase completion estimates as they are scheduled in the monthly construction plan. It also includes the contractor's two week report. Weekly minutes without a permanent value can be added here.

RETENTION:

Retain 5 years after completion of the project.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

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

APPRAISAL:

Administrative

AGENCY: Central Utah Water Conservancy District

SERIES: 21797

TITLE: Weekly reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20162

3

TITLE: Work order log

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a log of all work orders. It is used for reference to verify that work was performed. Includes work order number, work order request, dates received and completed, record of trouble calls and work completed.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 11.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 20161

3

TITLE: Work orders

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

AUTHORIZED: 06/22/1998

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Central Utah Water Conservancy District

SERIES: 19922

3

TITLE: Workers' compensation claim files

DATES: undated

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files containing claims for on-the-job injuries or job related disabilities under the Workers' Compensation Act (Title 34, Chapter 9) and include medical documentation. A report is filed with the Utah Industrial Commission.

RETENTION:

Retain 10 years after final settlement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 7, Item 12.

APPROVED: 08/2006

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305(38)

SECONDARY DESIGNATION(S):

Public. UCA 63G-2-301(1)(b) (2008)