

# 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

20322	Acceptance records
21257	Accident reports
19895	Accounts payable
19896	Accounts receivable
21793	Accounts receivable invoices
21149	Affirmative action plan
19811	*Agenda
20321	Agreements and contracts
21502	Agreements and contracts working papers
19882	Annual budget
19812	Annual financial reports
21091	Annual fixed asset report
21251	Annual project work plan
19897	Annual reports
21912	Appraisal reports
21169	As-built construction plans and specifications
19898	Audit reports
19899	Bank statements
21246	Banking records
21096	Biological assessment records
21095	Biological opinions
21485	Board of trustees files
21492	Board packet files
21089	Bonding documents
19906	Budget authorization reference files
19883	Budget background records
19886	Budget reports
20155	Building and grounds maintenance log
21243	Cash deposit register
19813	Census information
19931	Certificates of eligibility

19900 Check register  
 19875 \*Chronological files  
 21206 \*Chronological files  
 19881 Claims, protests and complaint records  
 19939 Compensation survey files  
 20320 Construction contract files  
 21501 Construction contract working files  
 21256 Construction reports  
 21801 Construction safety files  
 21802 Construction survey files  
 21805 Contractor activities (temporary files)  
 21891 Contractor activity (permanent files)  
 21238 Crop production report  
 21798 Daily reports  
 21150 Daily vehicle usage report  
 20156 Daily work logs  
 22055 Daily work logs  
 19907 Deductions and other earnings register  
 21497 Definite plan report  
 19901 Deposit slips  
 21258 Design reports  
 20150 Disaster planning/security files  
 19888 Disposition records  
 21807 District radio licenses  
 19932 Eligibility list or register  
 21161 Emergency and other personal leave files  
 19229 Employee earnings history files  
 21088 Employee group health records  
 19933 Employee history card  
 21166 Employee warning files  
 19923 Employment application (not hired)  
 21207 Employment applications - hired  
 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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative, and/or historical value(s). 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 Retain for 5 year(s) end of project or program

**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:**

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

**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 year(s)

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-906.

**AUTHORIZED:** 06-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19811

3

**TITLE:** Agenda

**DATES:** 1992-2015.

**ARRANGEMENT:** Chronological

**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 Administrative need

**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:**

These records have administrative value(s).

**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:**

**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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1996

**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:**

**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 Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1996

**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 year(s)

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s). 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

**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:**

Retain Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1678.

**AUTHORIZED:** 10-01-2013

**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:**

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

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

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19897

**TITLE:** Annual reports

(continued)

**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

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1186.

**AUTHORIZED:** 06-01-1997

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1996

**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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1846.

**AUTHORIZED:** 03-01-2016

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

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

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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have historical value(s).

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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.



**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 21492

**TITLE:** Board packet files

(continued)

**APPRAISAL:**

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

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1991

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19906

3

**TITLE:** Budget authorization reference files

**DATES:** undated

**ARRANGEMENT:**

**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 were specifically approved by the State Records Committee.

**APPROVED:** 03/1989

**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

**DESCRIPTION:**

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

**RETENTION:**

Retain 7 year(s)

**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

**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:**

**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:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 3 year(s) resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-846.

**AUTHORIZED:** 06-01-1997

**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 year(s)

**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:**

These records have administrative value(s).

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

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-738.

**AUTHORIZED:** 03-01-1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19931

3

**TITLE:** Certificates of eligibility

**DATES:** undated

**ARRANGEMENT:**

**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 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1965.

**AUTHORIZED:** 06-01-2017

**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:** 1990

3

**TITLE:** Check register

**DATES:** undated

**ARRANGEMENT:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1854.

**AUTHORIZED:** 12-01-2016

**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:**

**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 were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**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

**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 were specifically approved by the State Records Committee.

**APPROVED:** 03/1988

**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 Retain for 7 year(s) resolution of issue

**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:**

These records have administrative value(s).  
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:**

**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 Retain for 3 year(s) superseded

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

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

**APPRAISAL:**

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

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s). 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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).

**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 year(s)

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-848.

**AUTHORIZED:** 09-01-1989

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-848.

**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

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 year(s)

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-941.

**AUTHORIZED:** 11-01-1996

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 7 year(s) disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-941.

**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:**

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 until superseded.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19932

3

**TITLE:** Eligibility list or register

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 2 year(s) resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1964.

**AUTHORIZED:** 06-01-2015

**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:**

Retain 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-889.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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:**

**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 final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1905.

**AUTHORIZED:** 07-01-2015

**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 year(s)

**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:**

These records have administrative value(s).  
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:**

**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 Retain for 7 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 11/1996

**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 Retain for 3 year(s) final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1967.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1964.

**AUTHORIZED:** 06-01-2015

**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

**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:**

Retain Until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1988

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1970.

**AUTHORIZED:** 08-01-2016

**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:**

Permanent. May Transfer to Archives.

**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:**

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

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-892.

**AUTHORIZED:** 03-01-1988

**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 Retain for 7 year(s) 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:**

These records have administrative value(s).

**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:**

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-849.

**AUTHORIZED:** 09-01-1989

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have legal value(s).

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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s). 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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-891.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
These records could also be subject to audit.

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1991.

**AUTHORIZED:** 06-01-2015

**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 year(s)

**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:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19815

3

**TITLE:** Finding aids

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1713.

**AUTHORIZED:** 08-01-2014

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 year(s)

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1902.

**AUTHORIZED:** 07-01-2015

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-850.

**AUTHORIZED:** 09-01-1989

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 3 year(s) resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1903.

**AUTHORIZED:** 07-01-2015

**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:**

**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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

**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

**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 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1720.

**AUTHORIZED:** 04-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19902

3

**TITLE:** General ledgers

**DATES:** undated

**ARRANGEMENT:**

**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 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**AUTHORIZED:** 12-01-2016

**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 Retain for 7 year(s) final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**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:**

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

**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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**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:**

**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 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-745.

**AUTHORIZED:** 06-01-1997

**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:**

**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 Retain for 3 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1967.

**AUTHORIZED:** 07-01-2015

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1996

**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 Retain for 3 year(s) superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1903.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-746.

**AUTHORIZED:** 06-01-1997

**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:**

These records have administrative value(s).

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1903.

**AUTHORIZED:** 07-01-2015

**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

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 15 year(s) final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-942.

**AUTHORIZED:** 12-01-1997

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-943.

**AUTHORIZED:** 12-01-1997

**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:**

These records have administrative value(s).

**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:**

These records have administrative value(s).

**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 Retain for 7 year(s) end of project or program

**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:**

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

**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 year(s)

**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 year(s)

**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:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19935

3

**TITLE:** Job opening files

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION:**

Retain 2 year(s)

**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:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19916

3

**TITLE:** Leave application requests

**DATES:** undated

**ARRANGEMENT:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1902.

**AUTHORIZED:** 07-01-2015

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1902.

**AUTHORIZED:** 07-01-2015

**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 alphanumerical 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 year(s)

**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:**

These records have administrative value(s). 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:**

Permanent. May Transfer to Archives.

**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:**

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

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 20 year(s) after case is closed

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-944.

**AUTHORIZED:** 12-01-1997

**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:**

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-946.

**AUTHORIZED:** 11-01-2011

**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 Retain for 3 year(s) after separation

**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:**

These records have administrative value(s).  
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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1709.

**AUTHORIZED:** 07-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19868

**TITLE:** Minutes

(continued)

**APPRAISAL:**

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

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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1709.

**AUTHORIZED:** 07-01-2014

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-755.

**AUTHORIZED:** 12-01-1996

**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 Until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 06/1997

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

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

**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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1723.

**AUTHORIZED:** 06-01-2015

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1902.

**AUTHORIZED:** 07-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1904.

**AUTHORIZED:** 07-01-2015

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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:**

**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:**

Retain 65 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s). 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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**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:**

These records have administrative value(s).  
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:**

**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:**

Permanent. May Transfer to Archives.

**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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1758.

**AUTHORIZED:** 05-01-2014

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 5 year(s) final action

**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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).

**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 Retain for 5 year(s) end of project or program

**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 Retain for 7 year(s) end of project or program

**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:**

These records have administrative value(s).

**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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s). 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 Permanently

**DISPOSITION:**

Permanent. Transfer to Archives.

**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:**

These records have administrative value(s).

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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-754.

**AUTHORIZED:** 12-01-1996

**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.

**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:**

Permanent. Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1678.

**AUTHORIZED:** 10-01-2013

**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:**

These records have historical value(s).

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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1678.

**APPROVED:** 08/2006

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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 Retain for 5 year(s) end of project or program

**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:**

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

**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 year(s)

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

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

**DISPOSITION:**

Permanent. May Transfer to Archives.

**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:**

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

**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 year(s)

**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:**

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

**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 GRS-1713.

**AUTHORIZED:** 08-01-2014

**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

**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:**

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

**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 year(s)

**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:**

These records have administrative value(s).

**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:**

Permanent. May Transfer to Archives.

**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:**

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

Permanent. May Transfer to Archives.

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 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 Retain for 7 year(s) final action

**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:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 19876

3

**TITLE:** Routine control files

**DATES:** undated.

**ARRANGEMENT:** Chronological

**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 were specifically approved by the State Records Committee.

**APPROVED:** 12/1996

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 20158

3

**TITLE:** Service requests

**DATES:** undated

**ARRANGEMENT:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Retain for 6 month(s) resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-852.

**AUTHORIZED:** 09-01-1989

**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

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-987.

**AUTHORIZED:** 12-01-1997

**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 year(s)

**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:**

These records have administrative value(s).

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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-827.

**AUTHORIZED:** 03-01-1989

**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 year(s)

**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:**

These records have administrative value(s).

**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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-106.

**AUTHORIZED:** 12-01-2016

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1991.

**AUTHORIZED:** 06-01-2015

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1991.

**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:**

**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:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1997

**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 Retain for 3 year(s) completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-11.

**AUTHORIZED:** 06-01-1991

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**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 year(s)

**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:**

These records have administrative value(s).  
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 year(s)

**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:**

These records have administrative value(s).  
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:**

**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 superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-899.

**AUTHORIZED:** 11-01-1996

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Permanent. May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-899.

**AUTHORIZED:** 11-01-1996

**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:**

**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 Administrative need

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1988

**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:**

Permanent. May Transfer to Archives.

**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:**

These records have administrative value(s).  
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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1989

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1902.

**AUTHORIZED:** 07-01-2015

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1991.

**AUTHORIZED:** 06-01-2015

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Protected UCA 63G-2-305(2)



**AGENCY:** Central Utah Water Conservancy District

**SERIES:** 20159

3

**TITLE:** Vehicle assignment records

**DATES:** undated

**ARRANGEMENT:**

**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(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-853.

**AUTHORIZED:** 09-01-1989

**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 Until disposition of asset

**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:**

These records have administrative value(s).

**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 Retain for 3 year(s) disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1873.

**AUTHORIZED:** 01-01-2016

**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:**

**DESCRIPTION:**

These motor vehicle registration forms document ownership of vehicles.

**RETENTION:**

Retain 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-1873.

**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:**

**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 superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-929.

**AUTHORIZED:** 11-01-1996

**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 superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-877.

**AUTHORIZED:** 03-01-1989

**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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).  
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:**

Permanent. May Transfer to Archives.

**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:**

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

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:**

Permanent. May Transfer to Archives.

**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:**

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

**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:**

These records have administrative value(s).

**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 Retain for 5 year(s) end of project or program

**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:**

These records have administrative value(s).

**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:**

**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 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-856.

**AUTHORIZED:** 09-01-1989

**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:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-857.

**AUTHORIZED:** 09-01-1989

**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:**

**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 Retain for 10 year(s) resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule GRS-857.

**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)