

Retention and Classification Report

Agency: Magna Mosquito Abatement District (Utah) (2093)

P.O. Box 40
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Magna, UT 84044
250-7765

Records Officer: Judy Desmond

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AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12246

3

TITLE: Accounts payable

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12247

3

TITLE: Accounts receivable

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12249

3

TITLE: Annual budget

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12250

3

TITLE: Annual financial reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 4.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12250

TITLE: Annual financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12252

3

TITLE: Annual fixed asset reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12251

3

TITLE: Annual reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12251

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12253

3

TITLE: Audit reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12253

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12254

3

TITLE: Bank deposit book

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12255

3

TITLE: Bank statements

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12256

3

TITLE: Bids and proposal files

DATES:

ARRANGEMENT: Alphanumerical by vendor name

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12257

3

TITLE: Budget information files

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain permanently.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 5.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12257

TITLE: Budget information files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12258

3

TITLE: Budget reports

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12259

3

TITLE: Contracts and agreements files

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12260

3

TITLE: Daily work logs

DATES:

ARRANGEMENT: Chronological

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12261

3

TITLE: Deposit slips

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12295

3

TITLE: Drainage and easement records

DATES: 1972-

ARRANGEMENT: Alphabetical by property owners name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 11.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12295

TITLE: Drainage and easement records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Signature of property owner

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12263

3

TITLE: Easement files

DATES:

ARRANGEMENT: Alphanumerical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 11.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12263

TITLE: Easement files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12264

3

TITLE: Employee earnings history record files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until 56 years after separation or 3 years retirement and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 4.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12264

TITLE: Employee earnings history record files

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12266

3

TITLE: Equipment inventories

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12265

3

TITLE: Equipment maintenance and repair records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12267

3

TITLE: Fidelity bonds

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12270

3

TITLE: Field/operational data maps

DATES: 1965-

ARRANGEMENT: Chronological and by map number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are city maps and plats for surveys and maintenance of city property and facilities. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 8.

This disposition is based on administrative need of the agency

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12270

TITLE: Field/operational data maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12271

3

TITLE: Fuel records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12272

3

TITLE: General ledgers

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12273

3

TITLE: Income tax files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 6.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12274

3

TITLE: Insurance deduction files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12275

3

TITLE: Insurance policy files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12276

3

TITLE: Insurance reports

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12277

3

TITLE: Investment accounting

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12233

3

TITLE: Light trap records

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are used to document the numbers of mosquitos that are trapped each night in light traps. This information is used to determine if the spraying in the area was adequate, if not spraying will be repeated. Includes date and time, location, truck number, trap number, date, weather conditions, and number of mosquitos trapped.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 46.

This disposition is based on the administrative need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12278

3

TITLE: Mailing lists

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12268

3

TITLE: Maintenance complaint/request files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12279

3

TITLE: Material safety data sheet files

DATES: 1988-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 22.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12281

3

TITLE: Minutes

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12281

TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12471

3

TITLE: Mosquito control request files

DATES: 1975-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document complaints received and how they were responded to by the department (e.g., streets, sanitation, traffic signals). They include name and address of complainant, date received, description of problem, and action taken.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 3.

This disposition is based on the administrative need of the agency.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12471

TITLE: Mosquito control request files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12282

3

TITLE: Payroll files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years and then destroy provided earning record is maintained, 30 years if not.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12284

3

TITLE: Payroll warrant register

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 7 years and then destroy provided agency has individual earning records, if not 58.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 12.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12284

TITLE: Payroll warrant register

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12289

3

TITLE: Personal injury files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 11.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12290

3

TITLE: Personnel files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12288

3

TITLE: Pesticide inventory files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12286

3

TITLE: Policies and procedures

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12286

TITLE: Policies and procedures

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12291

3

TITLE: Publications

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12291

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12292

3

TITLE: Purchase orders

DATES:

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12293

3

TITLE: Retirement records

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12294

3

TITLE: Service exchange contracts

DATES:

ARRANGEMENT: Alphabetical by vendor name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products, and also agreements between districts for services. File may also include ordinances, bonds, job specification books, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12269

3

TITLE: Service request files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12296

3

TITLE: State treasurer's accounting statements

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 19.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12298

3

TITLE: Tentative budget

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12297

3

TITLE: Time and attendance report files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 14.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12299

3

TITLE: Training records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 15.

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12299

TITLE: Training records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12301

3

TITLE: Travel reimbursement files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document requests made by travelers for reimbursements of out of pocket expenses.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12302

3

TITLE: Vehicle assignment records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12303

3

TITLE: Vehicle maintenance records

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12304

3

TITLE: Vehicle registration certificates

DATES:

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION:

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12305

3

TITLE: Wage survey files

DATES:

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

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).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Magna Mosquito Abatement District (Utah)

SERIES: 12306

3

TITLE: Workers' compensation claim files

DATES:

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 16.

PRIMARY CLASSIFICATION:

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

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302