

Retention and Classification Report

Agency: Salt Lake City Mosquito Abatement District (Utah) (2144)
2020 North Redwood Road
Salt Lake City, UT 84116

Records Officer Sammie Dickson

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AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26223

3

TITLE: Accounts payable

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26224

3

TITLE: Accounts receivable

DATES: 1960-

ARRANGEMENT: Chronological by year

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26225

3

TITLE: Accounts receivable invoices

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26203

3

TITLE: Airport security badges

DATES: 1966-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These files contain permits and certifications from the Federal Aviation Administration (FAA) or other state and federal agencies and other reports, correspondence, or other documentation bearing directly on the application for the issuance or the renewal of the permit or certification.

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 after expiration and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 13, Item 10.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 24920

3

TITLE: Annual report

DATES: 1930-

ARRANGEMENT: Chronological by year

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26252

3

TITLE: Audio recordings of meeting

DATES: 2006-

ARRANGEMENT: Chronological by year

DESCRIPTION:

Audio or video recordings which document what transpired at committee and board meetings, conferences, and administrative hearings. They are usually used to create official minutes. UCA 52-4-203 (2009) requires that "written minutes shall be kept of all open meetings." UCA 52-4-206 (2010) states a public body that closes a meeting "shall make a recording of the closed portion of the meeting; and may keep detailed written minutes that disclose the content of the closed portion of the meeting." The recording is the official record of a closed meeting, and may not be transcribed for the purposes of retention. Open meeting recordings are public records and "shall be available to the public for listening within three business days after the end of the meeting".

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 02/01/1998.

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.

Sound recordings: Retain in Office for 1 year after approval of official minutes and then erase provided resolution of any related litigation..

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26252

TITLE: Audio recordings of meeting

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 45.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26227

3

TITLE: Bank deposits

DATES: 1960-

ARRANGEMENT: Chronological by year

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26228

3

TITLE: Bank statements

DATES: 1960-

ARRANGEMENT: Chronological by year

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, 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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26216

3

TITLE: Check copy files

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

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:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26217

3

TITLE: Check registers

DATES: 1960-

ARRANGEMENT: Chronological by year

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.

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.

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 9.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26220

3

TITLE: Checkbook stubs

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are stubs from which checks or warrants have been removed upon issuance. They are used as a record of verification of disbursements of municipal funds. Includes check number, name of payee, amount, purpose, date drawn, and signature.

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 4 years and then destroy.

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 32.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26215

3

TITLE: Composite spray maps

DATES: 1969-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are drawings and blueprints of engineering "as-built" projects. They are used by the public and city personnel to establish existing information for all city locations. They include drawings of street construction, sidewalks, storm drains, waterlines, reservoirs, public facilities, and other city building projects, providing date, legend, city title, scale and actual drawings.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26205

3

TITLE: Contract purchasing records

DATES: 1966-

ARRANGEMENT: chronological by year

DESCRIPTION:

These records document purchasing and construction contracts. They include the contract, correspondence, and related records pertaining to award, administration, receipt, inspection, and payments.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 6 years after expiration of contract and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 12.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26219

3

TITLE: Deposit slips

DATES: 1960-

ARRANGEMENT: Chronological year

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 06/01/1997.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26213

3

TITLE: Employee performance-related records

DATES: 1980-

ARRANGEMENT: Alphabetically by name

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.

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 5 years and then destroy.

APPRAISAL:

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

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26211

3

TITLE: Employment eligibility records

DATES: 1966-

ARRANGEMENT: Chronological by year

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.

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 after date of hire or until 1 year after date employment is terminated and then destroy provided whichever is longer.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 34.

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26214

3

TITLE: Equipment inventory

DATES: 1960-

ARRANGEMENT: Chronological by year

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26218

3

TITLE: General ledgers

DATES: 1960-

ARRANGEMENT: Chronological by year

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26204

3

TITLE: Income tax exemption and withholding files

DATES: 1966-

ARRANGEMENT: Chronological by year

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 after form is superseded or until termination of employee and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26212

3

TITLE: Income tax exeptions & withholding

DATES: 1970-

ARRANGEMENT: Alphabetically by name

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 after form is superseded or termination of employee and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26202

3

TITLE: Insurance policy files

DATES: 1966-

ARRANGEMENT: Chronological by year

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 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 15 years after expiration of policy and settlement of all claims and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26226

3

TITLE: Larval collections

DATES: 1985-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Destroy.

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 annual review and then destroy provided no longer needed for reference.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26226

TITLE: Larval collections

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26146

3

TITLE: Manager's workbook

DATES: 1983-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

The purpose for this data is for reference this is also how the record series is used. This series contains draft minutes, financial statement, board meeting handouts, manager's report, table of deposit and withdrawals, table of tax revenue, yearly tax settlement, legal notices.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26160

3

TITLE: Service requests

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

This log records incoming documents that require distribution or action. Includes date received, description of record, action and date taken.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 32.

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26159

3

TITLE: Spray sheets

DATES: 1960-

ARRANGEMENT: Chronological by year

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.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 23.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26221

3

TITLE: State treasurer's accounting statements

DATES: 1960-

ARRANGEMENT: Chronological by years

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26222

3

TITLE: State treasurer's deposit

DATES: 1960-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are multi-copy deposit forms which accompany agency deposits to the State Treasurer's Office. These records also serve as a receipt of deposit.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 35.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26208

3

TITLE: Successful bid proposals

DATES: 1966-

ARRANGEMENT: Chronological by year

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 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 4 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26206

3

TITLE: Surplus property case files

DATES: 1966-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

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 6 years after final payment and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26147

3

TITLE: Time sheets

DATES: 1960-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/1996.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26147

TITLE: Time sheets

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26207

3

TITLE: Unsuccessful bids and proposal files

DATES: 1966-

ARRANGEMENT: Chronological by year

DESCRIPTION:

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

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 and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26210

3

TITLE: Vehicle maintenance records

DATES: 1966-

ARRANGEMENT: chronological by year

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:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26209

3

TITLE: Vehicle registration certificates

DATES: 1966-

ARRANGEMENT: Chronological by year

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 11/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office until vehicle is transferred or sold and provided then transfer with vehicle..

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake City Mosquito Abatement District (Utah)

SERIES: 26201

3

TITLE: Workers' Compensation Claim Forms

DATES: 1966-

ARRANGEMENT: chronological by year

DESCRIPTION:

All records about on-the-job injuries or job related disabilities, regardless of whether claims for compensation were made. See UCA 34A-2 for Workers Compensation Act

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:

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

PRIMARY CLASSIFICATION:

Private