

# Retention and Classification Report

**Agency:** Jordan Valley Water Conservancy District (Utah) (2153)  
8215 South 1300 West  
West Jordan, UT 84088  
565-4300

**Records Officer** Debbie Gates

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17875 Water rate studies/updates

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24102

3

**TITLE:** Accounts payable

**DATES:** 1951-

**ARRANGEMENT:** Alphabetical by vendor name

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

These records are used to pay district bills. They include copies of checks, invoices, purchase orders, receiving reports and correspondence with vendors. Information includes date of order, date of purchase, names and contact information for vendors, items purchased, amounts paid, number of check issued and account charged.

**RETENTION:**

Retain 4 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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24102

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24136

3

**TITLE:** Audit reports

**DATES:** ca. 1950-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the district's financial activities for the past year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (2001)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (2001)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24136

**TITLE:** Audit reports

(continued)

**APPRAISAL:**

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

This disposition is based on the 1998 Municipal General Retention Schedule item 5-5. 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:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17877

3

**TITLE:** Automobile accident reports

**DATES:** 1951-

**ARRANGEMENT:** Alphabetical by driver's name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are automobile accident reports, officer's reports, and damage estimates. They are used to settle automobile accidents, caused or experienced by district employees. Included are police reports, witness reports, victim's reports, insurance information, diagrams of accident sequence, and photographs.

**RETENTION:**

Retain for 4 years or until injured minor reaches age of majority.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 or until injured minor reaches age of majority and then destroy.

**APPRAISAL:**

Fiscal

This disposition is based on the fiscal need of the agency for the purpose of conducting audits.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17877

**TITLE:** Automobile accident reports

(continued)

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305(15)(16)(17)(23)(2008) District  
4.4(12)(14)(17)(2008)



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24101

3

**TITLE:** Board minutes

**DATES:** 1951-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of to Board of Directors. UCA 52-4-7(1) (2001) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2001) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." Also included are the agenda and backup documentation.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2002.

**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 transfer to Agency Record Center. Retain in Agency Record Center permanently.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24101

**TITLE:** Board minutes

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. Minutes of closed meetings. UCA 63G-2-305(32)(2008).

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24538

3

**TITLE:** Board packets

**DATES:** 1951-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24538

**TITLE:** Board packets

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24511

3

**TITLE:** Census information

**DATES:** 1951-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**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 and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24511

**TITLE:** Census information

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24132

3

**TITLE:** Compliance Review (newsletter)

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**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 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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

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

This disposition is based on the 1998 Municipal General Retention Schedule, item 1-21.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24132

**TITLE:** Compliance Review (newsletter)

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17878

3

**TITLE:** Construction requests for proposals

**DATES:** 1982-

**ARRANGEMENT:** Chronological by project

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are district requests for professional service construction proposals. They are usually published as a public notice in a newspaper and/or mailed. Included are letters with accompanying maps and tables, as pertinent to each project.

**RETENTION:**

Retain 5 years after completion of project.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 5 years after completion of project and then destroy.

**APPRAISAL:**

Administrative

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17878

**TITLE:** Construction requests for proposals

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-301 (2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24514

1

**TITLE:** Employee communication file

**DATES:** 2002-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This file contains the record copy of materials sent out in informational memos related to medical insurance, benefits, security issues and general District policy issued to employees.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24516

3

**TITLE:** Employment application (hired)

**DATES:** 1955-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain in personnel file.

**DISPOSITION:**

**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 hiring is complete and retain in personal file.

Paper: Retain in Office until transferred to personnel file.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 1.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24516

**TITLE:** Employment application (hired)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24517

3

**TITLE:** Employment application (not hired)

**DATES:** ?

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**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 1 year after application deadline and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 20.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24517

**TITLE:** Employment application (not hired)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24512

3

**TITLE:** Employment applications

**DATES:** 1955-

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain in personnel file

**DISPOSITION:**

.

**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 and then transfer to personnel file.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 1.



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24512

**TITLE:** Employment applications

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24527

3

**TITLE:** Employment eligibility records (I-9)

**DATES:** ?

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**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 after date of hire or 1 year after date of termination or until whichever is longer and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24527

**TITLE:** Employment eligibility records (I-9)

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24523

3

**TITLE:** Equal employment opportunity(EEO) compliance case files

**DATES:** ?

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after resolution of case and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 8.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24523

**TITLE:** Equal employment opportunity(EEO) compliance case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA63G-2-301(1)(b)(2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24520

3

**TITLE:** Garnishment records

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24520

**TITLE:** Garnishment records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA63G-2-301(1)(b)(2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24540

3

**TITLE:** General housekeeping files

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**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 7.



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24540

**TITLE:** General housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24522

3

**TITLE:** Grievance and Disciplinary files

**DATES:** ?

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**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 for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after case is closed and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24522

**TITLE:** Grievance and Disciplinary files

(continued)

**PRIMARY CLASSIFICATION:**

Private                      unsubstantiated

**SECONDARY CLASSIFICATION(S):**

Public.                      UCA63G-2-301(2)(o)(2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24519

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.

**RETENTION:**

Retain 4 years

**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 4 years after form is superseded or termination of employee and then destroy provided records needed for retirement are transferred to the personnel file.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24519

**TITLE:** Income tax files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24543

3

**TITLE:** Information technology feasibility studies

**DATES:** 1955-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

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

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 11.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24543

**TITLE:** Information technology feasibility studies

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24541

3

**TITLE:** Litigation files

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 15, Item 10.



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24541

**TITLE:** Litigation files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24533

3

**TITLE:** Mailing lists

**DATES:** ?

**ARRANGEMENT:** Alphabetical

**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:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17876

3

**TITLE:** Meter deposit records

**DATES:** 1951-

**ARRANGEMENT:** Numerical by account number order, thereunder chronological by deposit date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of refundable deposits made at the time customers sign up for water service. They are used to help the district in collection of delinquent accounts and to protect the district when a customer moves out with a balance owing for water service. They include account number, name of depositor, telephone number, receipt and/or check reference, date deposited, amount deposited, and refunded amount (if any).

**RETENTION:**

Retain until account is closed.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 account is closed and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17876

**TITLE:** Meter deposit records

(continued)

**PRIMARY CLASSIFICATION:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24509

3

**TITLE:** Notice of appointment

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**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 1 year or until no longer needed if not part of the personnel file and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 30.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24509

**TITLE:** Notice of appointment

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24539

3

**TITLE:** Notice of open positions

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 1 years

**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 for 1 year and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 10.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17879

3

**TITLE:** Occupational Safety and Health Administration/Industrial Commission  
investigative files

**DATES:** 1951-

**ARRANGEMENT:** Chronological by date and order of occurrence

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are Occupational Safety and Health Administration and/or Industrial Commission investigative files. They are used in the investigative process. The files include regulations, citations, investigations and correspondence.

**RETENTION:**

Retain 4 years after resolution of investigation.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/1996.

**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 after resolution of investigation and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the agency and the legal requirements of Title 29, Code of Federal Regulation (1992).



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17879

**TITLE:** Occupational Safety and Health Administration/Industrial Commission  
investigative files

(continued)

**PRIMARY CLASSIFICATION:**

Private

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24526

3

**TITLE:** Payroll 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.

**RETENTION:**

Retain 7 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 transfer to Agency Record Center. Retain in Agency Record Center for 4 years and then destroy provided agency has employee earnings history files, if not retain 58 years.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24526

**TITLE:** Payroll register

(continued)

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Private UCA63G-2-302(1)(2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA63G-2-301(1)(b)(2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24525

3

**TITLE:** Personal injury files

**DATES:** ?

**ARRANGEMENT:** Chronological

**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.

**RETENTION:**

Retain 5 years

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

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24525

**TITLE:** Personal injury files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24507

3

**TITLE:** Personnel files

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**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 10 years after date of employment or until 3 years after retirement or death and then transfer to Agency Record Center. Retain in Agency Record Center for 55 years after date of employment or until 3 years after retirement or death.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24507

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24510

3

**TITLE:** Policies and procedures manual

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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 permanently.

**APPRAISAL:**

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



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24510

**TITLE:** Policies and procedures manual

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24506

3

**TITLE:** Position survey files

**DATES:** ?

**ARRANGEMENT:** Alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are survey reports on various positions prepared by classification specialists determining accuracy of position description, grade, and salary. They may also include periodic reports.

**RETENTION:**

Retain 3 years

**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 for 1 year or until office is resurveyed, whichever occurs first and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 14.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24506

**TITLE:** Position survey files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 15775

3

**TITLE:** Property tax notices

**DATES:** 1951-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This file contains property tax notices that are sent to the agency by the Salt Lake County Treasurer's office. They are used to confirm that all of the district's properties are tax-exempt and to make any corrections as necessary. The previous property owner is notified of taxes due, or other arrangements are made.

**RETENTION:**

Retain until subsequent notice received.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/1996.

**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 subsequent notice received and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the recommendation of the agency.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 15775

**TITLE:** Property tax notices

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24531

3

**TITLE:** Public relations files

**DATES:** ?

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain speeches, addresses, and official comments or remarks made at formal municipal ceremonies by elected municipal officials. The format may be paper, videotape, motion picture film, etc.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**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 3 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 19.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24531

**TITLE:** Public relations files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24530

3

**TITLE:** Publications

**DATES:** 1958-

**ARRANGEMENT:** Chronological

**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 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 permanently or until superseded.

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

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

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



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24530

**TITLE:** Publications

(continued)

**APPRAISAL:**

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

This disposition is based on the value of these records in documenting the achievements, assessments and activities of the conservancy district.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24135

3

**TITLE:** Quarterly update reports

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These reports inform the public, legislators, media and member agencies of projects the District is undertaking, update current issues and provide general water situation updates. The reports are disseminated for the purpose of educating the public and others about the means by which the District is meeting its responsibilities. May include information about new pipelines, well houses, treatment plants, water sources and infrastructure seminars, conservation and Demonstration Garden events.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2002.

**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 transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the 1998 Municipal General Retention Schedule item 1-21.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24135

**TITLE:** Quarterly update reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24529

3

**TITLE:** Reading or chronological files

**DATES:** ?

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 year

**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 for 1 year and then destroy.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24518

3

**TITLE:** Retirement records

**DATES:** ?

**ARRANGEMENT:** Alphabetical by name

**TOTAL VOLUME:**

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**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 and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24518

**TITLE:** Retirement records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24528

1

**TITLE:** Routine control files

**DATES:** ?

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24542

3

**TITLE:** Routine control files

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year

**TOTAL VOLUME:**

**DESCRIPTION:**

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

**RETENTION:**

Retain until no longer needed

**DISPOSITION:**

Destroy.

**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 and then destroy.

**APPRAISAL:**

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



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24542

**TITLE:** Routine control files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 21971

3

**TITLE:** Section 125 cafeteria plan requests

**DATES:** 1993-

**ARRANGEMENT:** Chronological by month, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records are used to reimburse employees for child care and medical expenses. This is in accordance with section 125 of the Internal Revenue Code (26 CFR 1.125 (1998)). It contains the employees' identification data the type of care provided, the amount charged, and the amount to be reimbursed. Receipts are attached for payments made. To cover these expenses, employees can elect to have a certain amount of money withheld from their paychecks before taxes.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 10/01/1999.

**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:**

Administrative Fiscal

The federal code does not specify a retention period.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 21971

**TITLE:** Section 125 cafeteria plan requests

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24133

3

**TITLE:** Summary of Operations reports

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 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 2 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

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

This disposition is based on the 1998 Municipal General Retention Schedule item 1-2.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24133

**TITLE:** Summary of Operations reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24521

3

**TITLE:** Time sheets

**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.

**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 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

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

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24521

**TITLE:** Time sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA63G-2-302(1)(2008)

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24515

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:**

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

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24134

3

**TITLE:** Water Clarifier (newsletter)

**DATES:** 1994-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are employee newsletters prepared and disseminated in-house for purposes of internal communication. Includes information about district projects, policy changes, trustee appointments or changes, legislative information, security updates, benefit updates, employee anniversaries, introduction of new employees, summarization of employee meetings, etc. This newsletter is usually prepared quarterly, but may be prepared more frequently as needed.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 05/01/2002.

**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 transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on the 1998 Municipal General Retention Schedule item 1-21.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 24134

**TITLE:** Water Clarifier (newsletter)

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17875

1

**TITLE:** Water rate studies/updates

**DATES:** 1982-

**ARRANGEMENT:** Chronological by date of update study completion

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These studies and/or updates document the water rate setting process and the annual updates to that process. They are used as a statistical barometer in determining water rates. The studies include information concerning historical and forecasted water deliveries, budgeted operation and maintenance costs and other pertinent information.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**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 the administrative needs expressed by the agency.

**AGENCY:** Jordan Valley Water Conservancy District (Utah)

**SERIES:** 17875

**TITLE:** Water rate studies/updates

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 63G-2-301 (2008)