Retention and Classification Report

Agency: South Salt Lake Valley Mosquito Abatement District (Utah) (2164)
7308 Airport Road
West Jordan, UT 84084
801-255-4651

Records Officer

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AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12180 3
TITLE: Accounts payable
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12216 3
TITLE: Acknowledgment of employment files
DATES: 1992-
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a record of correspondence, letters, telegrams, offering appointments to potential seasonal employees. These files also contain the status of his/she employment with the agency.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

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:

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 43.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12162 3
TITLE: Agenda
DATES: 1952-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

They are notices of date, time, locations of meeting and items to be discussed by committee members at regularly scheduled, special, and emergency public meetings.

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 destroy provided they are not attached to the minutes.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12175 3
TITLE: Annual budget
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

The final annual agency financial plan approved by the district manager for all expenditures.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12163 3
TITLE: Annual reports
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports on program activities and accomplishments 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 permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12204 3
TITLE: Appointment files
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files document the appointment of persons to advisory boards and committees established by the agency, usually by policy and procedure. These files may include letters of recommendation, letters of appointment, resumes, and related correspondence.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 2.

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12204
TITLE: Appointment files

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12181 3
TITLE: Audit reports
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the agency's financial activities for the year. These reports include statements of receipts and disbursements for each department.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12181
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12182 3
TITLE: Bank statements
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12213 4
TITLE: Black fly statistical records
DATES: 1988-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Record used to verify the occurrence of respective black fly species as collected in the larva stage by field technicians. Includes collection date, collection locations, and developmental state of the black fly at each collection point.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12177 3
TITLE: Budget message
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the agency for the budget year, and describes the important features of the budgetary plan.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 5 years after budget is formally adopted and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12176 3
TITLE: Budget reports
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are monthly and/or quarterly reports regarding the status of receipts and disbursements in comparison to annual budget. Reports are prepared for the district managers.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12189 3
TITLE: Certificates of license
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are copies of annual license certificates issued to the district for displays.

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 expiration and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 6, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12183 3
TITLE: Check copy file
DATES: 1989-2009.
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a carbon copy or photocopy of checks issued and maintained solely as a quick reference source.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12184 3
TITLE: Deposit slips
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12173 3
TITLE: Employee bonds
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a blanket bond for "the officials of each agency and the treasurer" of the district to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 7.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12191 3
TITLE: Employee earnings history record file
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These cumulative records contain information on individual earnings and municipal service.

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 30 years after separation or until 3 years after retirement and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12198 3
TITLE: Employee performance files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a file of performance-related records pertaining to employee. Includes performance appraisals, appraisals of unacceptable performance, proposed demotion or removal issued but not effected, job element standards upon which they are based, and supporting documents.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 27.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12207 3
TITLE: Employment applications
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are forms listing name of applicant, address, professional information, previous employment, education, references, and certificates submitted to Personnel Office by applicant.

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 destroy provided not hired.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12214 4
TITLE: Encephalitis surveillance reports
DATES: 1983-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

Reports conducted by the mosquito abatement districts on chickens from which blood is drawn periodically to test for encephalitis, used by the State Health Department to verify danger in certain areas of the state. Includes type of tests, flock, draw number, draw date, report date, and bird number.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 Legal

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12174 3
TITLE: Fidelity bonds
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12218 4
TITLE: Field reference maps
VARIANT Field/operational reference maps
DATES: 1952-
ARRANGEMENT: Numerical by map number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

Maps of the district wide compilation of mosquito breeding sources, used for reference and ease of location by the district field technicians, shows marked areas depicting all known mosquito breeding sources within the geographic areas.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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.

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

APPRAISAL:

Administrative

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12209 4
TITLE: Fish requests and planting records
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Requests from citizens for mosquito fish to be planted in ornamental ponds to eat mosquito larva in these ponds. Includes name, address, telephone number of the person requesting fish, and the size of the pond.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 the administrative need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12179 3
TITLE: Fixed asset files
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain listings of all agency property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12164 3
TITLE: General administrative records
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

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 destroy provided there is no longer need for reference.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12185 3
TITLE: General ledgers
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are a summary of receipts and disbursements by account and fund. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12212 3
TITLE: Grasshopper statistical records
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Record used to verify the population of grasshoppers at a specific location to spray for removal if there are large numbers Includes inspection data, location information, and developmental state of the grasshoppers and how much spray was used in the area.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12192 3
TITLE: Income tax files
DATES: undated
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are Internal Revenue Service forms including the W-4 and W-2 and reports of withheld federal taxes such as IRS Form W-3 with related to income and social security taxes.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12202 3
TITLE: Insurance policy files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12203 3
TITLE: Insurance reports
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12211 4
TITLE: Larva count records
DATES: 1956-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Counts of mosquito larvae quantities and types used by the field director and the inspectors to identify mosquito, whether or not the mosquito will be harmful, where the larvae came from, how many per dip were counted, date of the dip, and to use as follow up information. Includes date, section, area, species, amount per dip, inspector, temperature, and operator.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12205 3
TITLE: Lease files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases and memoranda of leases for property which agency leases. They show the name and addresses of lessor and lessee; description of property; rent; purpose for which property may be used; and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.

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 4 years after termination of lease and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 17.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12217 4
TITLE: Light trap records
VARIANT Adult mosquito statistical records
DATES: 1954-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

Records of numbers of mosquitos trapped each night in light traps, used to determine if the spraying in the area was adequate, if not spraying will be repeated. Includes date and time, location, truck number, trap number, date, weather conditions, and number of mosquitos trapped.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 the administrative need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12165 3
TITLE: Mailing lists
DATES: undated
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12215 3
TITLE: Material safety data sheets files
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are copies of all or selected correspondence or articles sent or received. They are used as a reading or reference file. This file also contains safety/hazard guidelines as pertained to all chemical agents used by the districts.

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 superseded and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12166 3
TITLE: Minutes
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12166
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12208 3
TITLE: Mosquito control requests files
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a file used to document requests or complaints made by citizens for mosquito/vector control services. If complaints are justifiable, adequate spraying will be provided. Includes name, address, telephone number and nature of service requested or type of complaint made.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 the administrative need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12210 4
TITLE: Occupational Safety and Health Administration survey reports
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This report is used to verify the number of employees and hours worked. Includes employees name, annual attendance, total hours, nature of business, and any other non-work time.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1993.

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 the administrative need of the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12194 3
TITLE: Payroll files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These copies contain memoranda, copies of payrolls, checklists, and related certification 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 for 3 years and then destroy provided employee earning history are transferred to personnel file.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12199 3
TITLE: Personnel files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12167 3
TITLE: Policies and procedures
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12206 3
TITLE: Proof of publication
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings (UCA 78-25-14).

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 6 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 18, Item 21.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12168 3
TITLE: Public relations files
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These files include speeches, addresses, comments, and remarks made at formal district ceremonies by officials. The format may be paper, videotape, motion picture, or tape recording.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12169 3
TITLE: Publications
DATES: 1952-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar materials printed by or for the agency or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. The State Archives should receive one copy of all publications.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12170 3
TITLE: Reading or chronological files
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12195 3
TITLE: Retirement records
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These records are control documents relating to retirement. They include reports and registers.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12171 3
TITLE: Schedules of daily activities
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of the agency employees. These are records containing substantive information relating to the official activities of the district managers, the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in the official files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

APPRAISAL:

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

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12171
TITLE: Schedules of daily activities

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12200 3
TITLE: Solicited and unsolicited bids and proposal files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to the awarding of a contract. Information includes presolicitation documentation on the requirement, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and evidence of cancellation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1990.

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah State General Records Retention Schedule, Schedule 13, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12186 3
TITLE: State treasurer's accounting statements
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

These are monthly reports of monies deposited with and invested by the State Treasurer under the State Money Management act of 1974 (UCA 51-7). These statements are required by law (UCA 51-7-9). They include a deposit form, an account statement and an investment credit notice.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12172 3
TITLE: Technical reference files
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

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

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 provided the material has no further reference value.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12178 3
TITLE: Tentative budget
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

On forms prepared by the state auditor, the budget officer prepares a tentative budget and files it with the governing body for the ensuing year for each fund for which a budget is required on or before the first regularly scheduled meeting in May (UCA 10-6-111).

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12196 3
TITLE: Time and attendance report files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

These are a record of hours worked, sick leave, vacation, and overtime, and holidays earned and taken by agency employees.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12190 3
TITLE: Vehicle registration certificates
DATES:
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

These registration forms document agency ownership of vehicle.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12201 3
TITLE: Vendor list
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

A list of vendors providing goods and services to the agency. Usually includes name of vendors, addresses, phone numbers, description of goods or services provided.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12188 3
TITLE: Warrant registers
DATES:
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION:
DESCRIPTION:

A numerical listing of check numbers of all checks issued by department. Shows vendor number, name, date of payment, invoice number and/or purchase number, account debit, description of expenditure, and amount.

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:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 26.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12187 3
TITLE: Warrant/check
DATES:
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION:
DESCRIPTION:

The actual warrant or check cut from a warrant request.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 29.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302

AGENCY: South Salt Lake Valley Mosquito Abatement District (Utah)

SERIES: 12197 3
TITLE: Workers' compensation claim files
DATES:
ARRANGEMENT: Alphabetical
ANNUAL ACCUMULATION:
DESCRIPTION:

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

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

SECONDARY CLASSIFICATION(S):

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