

Retention and Classification Report

Agency: South Davis Water Improvement District (Utah) (2168)

P.O. Box 140110
SLC, UT 84011
801-295-4468

Records Officer: Tracie Gallagher

28413 *Employee Personnel Files
27642 *Improvement District Plans

AGENCY: South Davis Water Improvement District (Utah)

SERIES: 28413

1

TITLE: Employee Personnel Files

DATES: 1957-1959.

ARRANGEMENT: Alphabetical by last name

DESCRIPTION:

The employee personnel file typically includes applications for employment, Form I-9 and other documents required by law. Employee records such as overtime agreements, personnel actions, disciplinary action, orientation, performance plans and evaluation, forms related to benefits, training, salary, etc.

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.

All Formats: Retain in Office for 65 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: South Davis Water Improvement District (Utah)

SERIES: 27642

3

TITLE: Improvement District Plans

DATES: 1971.

ARRANGEMENT:

DESCRIPTION:

This includes unrelated records from the Davis County Planning agency's Improvement District Plans. Examples include a Sewer Improvement District request for federal funding to build a sewer plant, copies of requests for National Endowment for the Arts funding, request from the U.S. Department of Labor for unemployment insurance reports or hours worked by claimants.

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.

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

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

APPRAISAL:

Historical

Disposition based on value of these records in documenting the history, function and decisions of the South Davis Water Improvement District in 1971.

PRIMARY CLASSIFICATION:

Public