

Retention and Classification Report

Agency: South Davis Water Improvement District (Utah) (2168)
P.O. Box 140110
SLC, UT 84114-0110
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Records Officer: Tracie Gallagher

28413 Employee personnel files
27642 *Improvement District Plans

AGENCY: South Davis Water Improvement District (Utah)

SERIES: 28413

3

TITLE: Employee personnel files

DATES: 1954-

ARRANGEMENT: Chronological thereunder alphabetical by last name

DESCRIPTION:

These records support the agency's administrative function to manage its human resources. These records document the hiring and employment of individuals. Information includes the original application, records necessary to calculate benefits, related professional training, and any final disciplinary actions or grievances.

RETENTION:

Retain 65 years from date of employment or 7 years after retirement or death.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/2014.

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 25 years after date of employment and then transfer to State Records Center. Retain in State Records Center for 40 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 62.

Legal appraisal is based on retention requirement stated in Utah Code 49-11-602(2014).

AGENCY: South Davis Water Improvement District (Utah)

SERIES: 28413

TITLE: Employee personnel files

(continued)

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(2)(a)(2014)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

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