Retention and Classification Report

Agency: Uintah Mosquito Abatement District (Utah) (2211)

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Records Officer Kirk Robbins

12687	Accounts payable
12727	Administrative information or subject files
12730	Aerial spray reports
12617	Agenda
12682	Annual budget
12688	Annual financial report
12685	Annual fixed asset report
12618	Annual reports
12689	Audit reports
12690	Bank statements
12683	Budget reports
12704	Buildings and grounds maintenance logs
12691	Check copy file
12692	Check register
12725	Contracts and agreements files
12705	Daily work logs
12693	Deposit slips
12735	Drainage and easement records
12680	Employee bonds
12711	Employee earnings history record file
12717	Employee performance files
12739	Employment acknowledgment files - personnel files
12716	Employment applications
12731	Encephalitis surveillance reports
12706	Equipment maintenance and repair records
12681	Fidelity bonds
12729	Field technicians daily reports
12737	Field/operational data maps
12686	Fixed asset files
12707	Fuel records
12620	General administrative records

12694	General ledgers
12718	Grievance and disciplinary files
12712	Income tax files
12723	Insurance policy files
12724	Insurance reports
12734	Larvae count records
12733	Light trap reports
12621	Mailing lists
12622	Minutes
12732	Mosquito control request files
12736	OSHA survey reports
12713	Payroll files
12719	Personnel files
12738	Pesticide inventory records
12623	Policies and procedures
12619	Policy and program development records
12624	Public relations files
12676	Publications
12677	Reading or chronological files
12696	Receipt books
12714	Retirement records
12678	Schedules of daily activities
12728	Snow survey and water supply records
12721	Solicited and unsolicited bids and proposal files
12698	State treasurer's accounting statements
12679	Technical reference files
12699	Telephone bills
12684	Tentative budget
12710	Time and attendance report files
12720	Training records
12700	Travel reimbursement files
12701	Travel reimbursement requests
12708	Vehicle maintenance records
12709	Vehicle registration certificates
12722	Vendor list
12703	Warrant registers
12702	Warrant/check
12715	Workers' compensation claim files

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12687 3
TITLE: Accounts payable
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are records used to pay municipal 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12727 3
TITLE: Administrative information or subject files
DATES:
ARRANGEMENT: Chronological
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 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 for 1 year or until administrative need ends and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12730 3
TITLE: Aerial spray reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of compilation of mosquito breeding sources and daily work performed by the aerial field technicians. It includes topographic maps and data collected by field technicians.

RETENTION:

Retain 5 years after project completion.

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 5 years after project completion and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12617 3
TITLE: Agenda
DATES:
ARRANGEMENT: Chronological
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.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

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 for 2 years or until administrative need ends and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12682 3
TITLE: Annual budget
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

RETENTION:

Retain Permanent.

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 permanently.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12688 3
TITLE: Annual financial report
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are statistical reports on the financial affairs of the entire municipality or a specific department. These reports usually include a statement on the value of all municipally owned property, and an accounting of all income and expenditures in relationship to the final budget.

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 5, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12685 3
TITLE: Annual fixed asset report
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are worksheets for annual reports listing totals of all fixed assets, purchases, and disposition.

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 and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12618 3
TITLE: Annual reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports on program activities and accomplishments for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12689 3
TITLE: Audit reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

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: Uintah Mosquito Abatement District (Utah)

SERIES: 12689
TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12690 3
TITLE: Bank statements
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12683 3
TITLE: Budget reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

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

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: Uintah Mosquito Abatement District (Utah)

SERIES: 12704 3
TITLE: Buildings and grounds maintenance logs
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This log records all repairs made to municipal buildings and grounds. It is used to verify that repairs were made.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12691 3
TITLE: Check copy file
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12692 3
TITLE: Check register
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is a multi-columnar record with chronologically arranged entries of checks. Usually includes check number and amount of deposits per each account.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12725 3
TITLE: Contracts and agreements files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, 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, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12705 3
TITLE: Daily work logs
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used, and initials or signature of crew chief.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12693 3
TITLE: Deposit slips
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are bank cashiers' slips showing amount and date of deposit of monies into municipal 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12735 3
TITLE: Drainage and easement records
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain documents executed by property owners granting the city rights of access to their property for public works or other municipal purposes. They include the names of parties, purposes and terms of access and terms of easement. They are used to provide legal access to enter or modify private property.

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 11.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12680 3
TITLE: Employee bonds
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is a blanket bond for "the elected officials of each municipality and the treasurer of cities of first and second class" to guarantee "honest and faithful performance". Bonds are placed at such amounts as may be determined by the governing board (UCA 10-3-819).

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: Uintah Mosquito Abatement District (Utah)

SERIES: 12711 3
TITLE: Employee earnings history record file
DATES:
ARRANGEMENT: Alphabetical
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 separation and then place in personnel file and transfer to Agency Record Center. Retain in Agency Record Center for 65 years after hire date or until death or retirement and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12717 3
TITLE: Employee performance files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files document the performance of exempt employees. They may include performance records supserseded through an administrative, judicial, or quasi-judicial procedure; performance appraisals along with job elements and standards upon which they are based; and supporting documentation.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12739 3
TITLE: Employment acknowledgment files - personnel files
DATES: undated
ARRANGEMENT: Alphabetical
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 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12716 3
TITLE: Employment applications
DATES:
ARRANGEMENT: Alphabetical
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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12731 3
TITLE: Encephalitis surveillance reports
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This report is used by the Utah State Health Department to verify if there is any danger of an occurrence of encephalitis in certain areas of the state. Chickens are raised in certain areas of the district, blood is drawn periodically from these birds for testing. These tests are conducted by the mosquito abatement districts. It 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 12/01/1997.

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 1, Item 46.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12706 3
TITLE: Equipment maintenance and repair records

DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of service repair and maintenance of municipality equipment, including office machines and furniture.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 4.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12681 3
TITLE: Fidelity bonds
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

This is the municipal treasurer's bond to protect the municipality 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12729 3
TITLE: Field technicians daily reports
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This is a record of compilation of mosquito breeding sources and daily work performed by the field technicians. It includes topographic maps and data collected by field technicians.

RETENTION:

Retain 5 years after project completion

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 5 years after project completion and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12737 3
TITLE: Field/operational data maps
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These are used by the mosquito abatement district to plot the areas of investigation and abatement control. They are used for research purposes by the public, other city departments, and title companies. They include townships and range, rights-of-way, monument markers, lot measurements, street names, centerline measurements, blocks, and subdivision names.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

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 superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 8.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12686 3
TITLE: Fixed asset files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain listings of all municipal 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12707 3
TITLE: Fuel records
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by municipal vehicles.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12620 3
TITLE: General administrative records
DATES:
ARRANGEMENT: Chronological
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 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 for 2 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12694 3
TITLE: General ledgers
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12718 3
TITLE: Grievance and disciplinary files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

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

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 3 years after case is closed and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12712 3
TITLE: Income tax files
DATES:
ARRANGEMENT: Alphabetical
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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12723 3
TITLE: Insurance policy files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are insurance policy contracts between municipality 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12724 3
TITLE: Insurance reports
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12734 3
TITLE: Larvae count records
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These records are used to document the numbers of mosquitos that are trapped each night in light traps. This information is 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 and larvae counted.

RETENTION:

Retain 3 years after date of final report.

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 3 years after date of final report.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 46.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12733 3
TITLE: Light trap reports
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These records are used to document the numbers of mosquitos that are trapped each night in light traps. This information is 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.

RETENTION:

Retain 3 years after final report.

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 3 years after date of final report and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 46.

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12733
TITLE: Light trap reports

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12621 3
TITLE: Mailing lists
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

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

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 for 0 years or until superseded and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12622 3
TITLE: Minutes
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal 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 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 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12622
TITLE: Minutes

(continued)

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12732 3
TITLE: Mosquito control request files
DATES: undated
ARRANGEMENT: Chronological
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.

RETENTION:

Retain 2 years or until resolution of any litigation, whichever occurs last.

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 or until resolution of litigation, whichever occurs last and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 3.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12736 3
TITLE: OSHA survey reports
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

Each year a municipal agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a 15 percent discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.

RETENTION:

Retain 12 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 12 years and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12713 3
TITLE: Payroll files
DATES:
ARRANGEMENT: Chronological
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 earning history file is 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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12719 3
TITLE: Personnel files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files are the official files for all municipal 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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12738 3
TITLE: Pesticide inventory records
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

These inventories are listings of equipment, supplies, and other items owned or administered by municipality.

RETENTION:

Retain 1 year after being reconciled with subsequent inventory records.

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 after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12623 3
TITLE: Policies and procedures
DATES:
ARRANGEMENT: Chronological
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 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12619 3
TITLE: Policy and program development records
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

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

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12624 3
TITLE: Public relations files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files include speeches, addresses, comments, and remarks made at formal municipal ceremonies by elected municipality 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 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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12676 3
TITLE: Publications
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar materials 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. The State Archives should receive one copy of all municipal 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12677 3
TITLE: Reading or chronological files
DATES:
ARRANGEMENT: Chronological
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 and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12696 3
TITLE: Receipt books
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are receipts issued for money received into municipal accounts from all sources. Includes date of payment, department, or fund to which money belongs, receipt number and amount paid.

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 5, Item 16.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12714 3
TITLE: Retirement records
DATES:
ARRANGEMENT: Alphabetical
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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12678 3
TITLE: Schedules of daily activities
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of municipal employees. These are records containing substantive information relating to the official activities of the mayor and other high-level city officials, 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.

PRIMARY CLASSIFICATION:
Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12728 3
TITLE: Snow survey and water supply records
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12721 3
TITLE: Solicited and unsolicited bids and proposal files
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 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 10, Item 2.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12698 3
TITLE: State treasurer's accounting statements
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12679 3
TITLE: Technical reference files
DATES:
ARRANGEMENT: Chronological
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 or until no further reference value and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12699 3
TITLE: Telephone bills
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are the actual bills for telephone service and long distance toll charges.

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, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12684 3
TITLE: Tentative budget
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12710 3
TITLE: Time and attendance report files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are a record of hours worked, sick leave, vacation, and overtime, and holidays earned and taen by municipal 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12720 3
TITLE: Training records
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the agency.

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 9, Item 15.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12700 3
TITLE: Travel reimbursement files
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files contain records relating to the reimbursement of employees for for authorized travel. They may include travel orders, per diem vouchers, transportation request, hotel reservations, and all supporting paper documenting official travel by officers, employees, dependents, or others authorized by law to travel.

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, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12701 3
TITLE: Travel reimbursement requests
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These files document requests made by travelers for reimbursements of out of pocket expenses.

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, Schedule 0, Item 0.

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12708 3
TITLE: Vehicle maintenance records
DATES:
ARRANGEMENT: Chronological there under by vehicle number
DESCRIPTION:

This is a daily record of maintenance on all department vehicles. It is used to provide a maintenance history of all department vehicles. It includes work order numbers, dates, maintenance performed, mileage of vehicle, type of problem, name of driver, and action taken.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 1 year after disposition of vehicle and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12709 3
TITLE: Vehicle registration certificates
DATES:
ARRANGEMENT: Numerical
DESCRIPTION:

These registration forms document municipal ownership of vehicle.

RETENTION:

Retain until vehicle transferred or destroyed

DISPOSITION:

transfer with 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 vehicle transferred or sold 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: Uintah Mosquito Abatement District (Utah)

SERIES: 12722 3
TITLE: Vendor list
DATES:
ARRANGEMENT: Alphabetical
DESCRIPTION:

A list of vendors providing goods and services to municipality. 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 updated or superseded and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12703 3
TITLE: Warrant registers
DATES:
ARRANGEMENT: Chronological
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: Uintah Mosquito Abatement District (Utah)

SERIES: 12702 3
TITLE: Warrant/check
DATES:
ARRANGEMENT: Chronological
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

AGENCY: Uintah Mosquito Abatement District (Utah)

SERIES: 12715 3
TITLE: Workers' compensation claim files
DATES:
ARRANGEMENT: Alphabetical
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 after final settlement and then destroy.

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302