

Retention and Classification Report

Agency: Weber County Mosquito Abatement District (Utah) (2238)

505 West 12th Street
Ogden, UT 84404
801-392-1630

Records Officer: Becky Christiansen

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AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10962

3

TITLE: Accounts payable

DATES:

ARRANGEMENT: None

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10962

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10963

3

TITLE: Accounts receivable

DATES:

ARRANGEMENT: None

DESCRIPTION:

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 2.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10963

TITLE: Accounts receivable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11034

3

TITLE: Administrative information or subject files

DATES: 1957-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Record of all memoranda and correspondence generated by an agency and retained only for reference purposes.

RETENTION:

Retain until updated or superseded.

DISPOSITION:

Destroy.

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 1 year or until administrative need ends, whichever comes first, and then destroy.

APPRAISAL:

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

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11034

TITLE: Administrative information or subject files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11027

3

TITLE: Air spray report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years

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 3 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 12.

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11027

TITLE: Air spray report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10964

3

TITLE: Annual budget

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

The final annual financial plan approved by the agencies council 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: Weber County Mosquito Abatement District (Utah)

SERIES: 10965

3

TITLE: Annual financial report

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are statistical reports on the financial affairs of the entire agency or a specific departments. These reports usually include a statement on the value of all agency 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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10965

TITLE: Annual financial report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10966

3

TITLE: Annual fixed asset report

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These work sheets list totals of all fixed assets, purchases, and dispositions. They are used to create annual reports.

RETENTION:

Retain until superseded.

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 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: Weber County Mosquito Abatement District (Utah)

SERIES: 10967

3

TITLE: Annual reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10967

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10968

3

TITLE: Audit reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the agencies 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: Weber County Mosquito Abatement District (Utah)

SERIES: 10968

TITLE: Audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10969

3

TITLE: Bank deposit books

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 6.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10969

TITLE: Bank deposit books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10970

3

TITLE: Bank statements

DATES:

ARRANGEMENT:

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.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10970

TITLE: Bank statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10929

3

TITLE: Barrow pit drainage records

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain 5 years.

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 and then destroy.

APPRAISAL:

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

This disposition is based on the administrative need of the office

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10929

TITLE: Barrow pit drainage records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11030

3

TITLE: Bite count report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a report used by the field director to determine if mosquitos in a specific area are creating a problem for the public. Includes date, time, area, species and number, total, hours of the day, temperature, wind, and collector.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11030

TITLE: Bite count report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10971

3

TITLE: Budget information files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION:

Retain permanently.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 2 years after budget has been adopted and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 5.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10971

TITLE: Budget information files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10972

3

TITLE: Budget reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10972

TITLE: Budget reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10973

3

TITLE: Buildings and grounds maintenance logs

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years.

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 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: Weber County Mosquito Abatement District (Utah)

SERIES: 10974

3

TITLE: Certification of bond redemption and destruction

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are certificates sent to the municipality by the paying agent which track pay and destruction of bond coupons.

RETENTION:

Retain 3 years after expiration, then file in Bond Issue File.

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 for 3 years after expiration of bonds then file in Bond Issue Files.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 6.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10974

TITLE: Certification of bond redemption and destruction

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10975

3

TITLE: Check copy file

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10975

TITLE: Check copy file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11024

3

TITLE: Contracts and agreements files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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: Weber County Mosquito Abatement District (Utah)

SERIES: 10978

3

TITLE: Daily work logs

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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 crew chief's signature.

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10978

TITLE: Daily work logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10979

3

TITLE: Deposit slips

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11032

3

TITLE: Drainage and easement records

DATES: 1947-

ARRANGEMENT: Alphabetical by drainage location

ANNUAL ACCUMULATION: 0.60 cubic feet.

DESCRIPTION:

This record is used to maintain the location of drains that have been dug and who is responsible for their upkeep. Includes name of district, owner name, date, feet dug, feet cleared, date finished, other work, hours, and operator.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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 permanently.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative and legal need of the agency. UCA 57-18-3 states acquisition of conservation easements.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11032

TITLE: Drainage and easement records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10980

3

TITLE: Easement file

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10980

TITLE: Easement file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10981

3

TITLE: Emergency and other personal leave files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records show the name of employee, dates of absence, explanation of emergency, signature of employee taking emergency leave, and signature of supervisor.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10981

TITLE: Emergency and other personal leave files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10976

3

TITLE: Employee bonds

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are bonds with good and sufficient sureties, payable to the municipality for the "elected officers of each municipality and the treasurer in cities of the first and second class before taking the oath of office" to guarantee "faithful performance of the duties of the respective officers." Bonds are placed at such amounts as may be determined by the governing body (UCA 10-3-819 (1987)).

RETENTION:

Retain 3 years after expiration.

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 3 years after expiration and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10976

TITLE: Employee bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10982

3

TITLE: Employee earnings history record file

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are a cumulative salary history for individual municipal employees. They contain the name and address of each employee, name of department and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes.

RETENTION:

Retain in personnel file.

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 until separation of employee and then place in personnel file.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10982

TITLE: Employee earnings history record file

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Information that is listed under UCA 63G-2-301 (1b)

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11028

3

TITLE: Encephalitis surveillance report

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This report is used by the Utah State Health Department to verify danger of encephalitis in certain areas of the state. These tests are conducted by the mosquito abatement districts and include type of tests, flock, draw number, draw date, report date, and bird number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11028

TITLE: Encephalitis surveillance report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10984

3

TITLE: Equipment maintenance and repair records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10984

TITLE: Equipment maintenance and repair records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10977

3

TITLE: Fidelity bonds

DATES:

ARRANGEMENT:

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, ordinance or polices in any amount, not less than that established by the state money management council" (UCA 10-3-821).

RETENTION:

Retain 3 years after expiration.

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 3 years after expiration and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10977

TITLE: Fidelity bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11033

3

TITLE: Fish planting records

DATES: 1954-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These records are used to document the planting of fish each year, and determine if replanting is necessary. Fish are planted in small ponds around the district to consume the mosquito larva. Includes date, area, condition, number of fish planted, hours, and operator.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11033

TITLE: Fish planting records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10985

3

TITLE: Fuel records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10985

TITLE: Fuel records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10930

3

TITLE: Gas chart records

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

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

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

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

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10930

TITLE: Gas chart records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10986

3

TITLE: Gasoline sales tickets

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of credit card sales slips. They are used to verify the purchase of gasoline.

RETENTION:

Retain 2 years.

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 2 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 6.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10983

3

TITLE: Grant files original applications

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files on monetary grants received from state and federal sources. Includes the original applications, contract agreements, and annual and final performance reports.

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 9.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10983

TITLE: Grant files original applications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11026

3

TITLE: Hazardous waste disposal report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This record is used to verify disposal of hazardous waste at the county land fill. Includes Environmental Protection Agency identification number, name, address, phone number, date shipped, Department of Transportation shipping description, hazard class, quantity, units, container type, immediate response information, special handling instructions, generators signature, and dates.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11026

TITLE: Hazardous waste disposal report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10987

3

TITLE: Insurance deduction files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports and related papers including copies of vouchers and payment schedules pertaining to insurance deductions.

RETENTION:

Retain 3 years after separation.

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 3 years after separation of employee and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10987

TITLE: Insurance deduction files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10988

3

TITLE: Insurance policy files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 15 years after expiration of policy.

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 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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10988

TITLE: Insurance policy files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10989

3

TITLE: Insurance reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 12 yaers.

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 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: Weber County Mosquito Abatement District (Utah)

SERIES: 10990

3

TITLE: Investment accounting

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are summaries of daily incomes and daily quote sheets prepared by the investment officer. They include the quotation/identification of investments bought and sold.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 14.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10990

TITLE: Investment accounting

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10991

3

TITLE: Investment register

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are registers of all investments made by the municipality. A work sheet is kept on each investment. They include the check stub of the institution issuing the investment, a copy of the investment, the check issued by the vendor and a validated receipt written by the municipality.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 15.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10991

TITLE: Investment register

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10992

3

TITLE: Job opening files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 1 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10931

3

TITLE: Larvae counts

DATES: 1952-1993.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series records counts that verify mosquito larvae quantities and types in the area. The field director and the inspectors uses the larvae count 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 in future years. Includes date, section, area, species, amount per dip, inspector, temperature, and operator.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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 15 years and then destroy.

APPRAISAL:

Administrative

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10931

TITLE: Larvae counts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10993

3

TITLE: Lease files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which the city 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.

RETENTION:

Retain 4 years after termination of lease.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10993

TITLE: Lease files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10994

3

TITLE: Leave data files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain compilations of leave earned and taken.
Includes the annual leave compilation card.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 8, Item 10.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10994

TITLE: Leave data files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11029

3

TITLE: Light trap report

DATES: 1952-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These reports 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. The reports include: night, location, truck number, date, weather, trap number, and number of mosquitos trapped.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11029

TITLE: Light trap report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10995

3

TITLE: Mailing lists

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain until updated/superseded.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10995

TITLE: Mailing lists

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11006

3

TITLE: Maintenance complaint/request files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain a record of complaints or requests received from the general public concerning municipal parks and recreational facilities. They are used to verify that action was taken to resolve issues. They include date, name, telephone, and address of requesting person; type of request; and comments of foreman handling request.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 19, Item 2.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11006

TITLE: Maintenance complaint/request files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10996

3

TITLE: Medical and dental insurance claim files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain medical and dental claims submitted by employees. They are used to track payment of the claims, and for cost analysis of insurance programs.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 11, Item 6.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10996

TITLE: Medical and dental insurance claim files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10997

3

TITLE: Minutes

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

FORMAT MANAGEMENT:

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

Paper: Retain in Office permanently.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10997

TITLE: Minutes

(continued)

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.

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11003

3

TITLE: Notary bonds

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (2003)).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11003

TITLE: Notary bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11031

3

TITLE: Occupational Safety and Health Administration (OSHA) survey report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 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.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1993.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11031

TITLE: Occupational Safety and Health Administration (OSHA) survey report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10998

3

TITLE: Payroll files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain memoranda, copies of payrolls, checklists, and related certification sheets. They also include security copies of documents prepared or used for disbursement, along with supporting documentation. Please refer to Schedule 8, Item #4 "Employee Earnings History Files," if an earning history file/card is not maintained.

RETENTION:

Retain 3 years or 30 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 3 years and then destroy provided earning record is maintained, if not 30 years.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10998

TITLE: Payroll files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10999

3

TITLE: Payroll warrant register

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 7 or 58 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 7 years and then destroy provided individual earnings records are kept, if not 58 yr.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 10999

TITLE: Payroll warrant register

(continued)

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11002

3

TITLE: Personal injury files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain forms, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made. They exclude copies filed in the Personnel files and those submitted to the Utah Industrial Commission.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11002

TITLE: Personal injury files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11001

3

TITLE: Personnel files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 65 years or 3 years after retirement/death.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

Paper: Retain in Office for 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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11001

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11004

3

TITLE: Purchase orders

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records authorizing the purchase of supplies or equipment by the municipality. They contain the name of the requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 10, Item 1.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11004

TITLE: Purchase orders

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11005

3

TITLE: Receipt books

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 5, Item 16.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11005

TITLE: Receipt books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11007

3

TITLE: Recorder charts

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These charts are taken from recording stations in streams or wells for weekly periods. They are used to determine water flows. The charts include water flow according to gauge flows, height, or level of aquifer in well, during a weekly period.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1989.

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 22, Item 26.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11007

TITLE: Recorder charts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11008

3

TITLE: Resolutions

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the district council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for agency services, establishing policies and guidelines, and regulating the use and operation of agency property (UCA 10-3-717).

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 18, Item 22.

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11008

TITLE: Resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11009

3

TITLE: Retirement records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Private

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11009

TITLE: Retirement records

(continued)

SECONDARY CLASSIFICATION(S):

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11010

3

TITLE: Route maps

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These maps show sections of the municipality divided into routes for each day of the week for refuse collection. They are used to inform drivers of assigned daily route collection. They include maps of city streets divided into collection routes and numbered by truck number per day of week.

RETENTION:

Retain until updated/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 updated or superseded and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 23, Item 15.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11010

TITLE: Route maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11011

3

TITLE: Routine control files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain until no longer needed.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 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 no longer needed for operating purposes and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11011

TITLE: Routine control files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11012

3

TITLE: Service requests

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are requests for maintenance, service, cleaning, or repair of vehicles, equipment, and buildings, received from any municipal department.

RETENTION:

Retain 6 months

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 6 months after maintenance completed and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11012

TITLE: Service requests

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11013

3

TITLE: Special improvement bonds

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

The governing body of the municipality levying the assessment, by ordinance or resolution, may authorize the issuance of special improvement bonds to pay costs of improvements in the district against funds created by the assessment.

RETENTION:

Retain until paid or cancelled.

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 until paid or cancelled (UCA 11-14-14(2c) and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 2, Item 12.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11013

TITLE: Special improvement bonds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11014

3

TITLE: State treasurer's accounting statements

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are quarterly reports of monies deposited with and invested by the State Treasurer under the State Money Management Act (UCA 51-7) (2010)). These statements are required by law (UCA 51-7-9 (1984)). They include a deposit form, an account statement and an investment credit notice.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11014

TITLE: State treasurer's accounting statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11015

3

TITLE: Supervisor's daily/weekly reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These report forms are compiled daily or weekly by each crew supervisor. They are used for budget planning and developing future plans. They include date, crew name, purpose of job, list of crew members, hours worked, pay amount per hours worked, total cost of labor, equipment used, and amount of rental equipment.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 07/01/1989.

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 19, Item 7.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11015

TITLE: Supervisor's daily/weekly reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11016

3

TITLE: Telephone bills

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11017

3

TITLE: Time and attendance report files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11017

TITLE: Time and attendance report files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Social security number

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11018

3

TITLE: Travel reimbursement files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

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

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

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

FORMAT MANAGEMENT:

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

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

APPRAISAL:

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

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11019

3

TITLE: Vehicle assignment records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by municipal employees or officials.

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 and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 8.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11019

TITLE: Vehicle assignment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11020

3

TITLE: Vehicle maintenance records

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are daily maintenance records on all municipal vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.

RETENTION:

Retain 1 year after disposition of vehicle.

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11020

TITLE: Vehicle maintenance records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11021

3

TITLE: Vehicle registration certificates

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These motor vehicle registration forms document municipal ownership of vehicle.

RETENTION:

Retain until disposition then transfer with vehicle.

DISPOSITION:

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.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11021

TITLE: Vehicle registration certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11022

3

TITLE: Wage survey files

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain wage survey reports and data; working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and development of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).

RETENTION:

Retain until completion of second wage survey.

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 until completion of second succeeding wage survey and then destroy.

APPRAISAL:

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11022

TITLE: Wage survey files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

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

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11023

3

TITLE: Work order log

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These are authorization forms for repair or maintenance work on department vehicles, equipment, or municipally-owned facilities or structures.

RETENTION:

Retain 3 years.

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 3 years and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 7, Item 12.

AGENCY: Weber County Mosquito Abatement District (Utah)

SERIES: 11023

TITLE: Work order log

(continued)

PRIMARY CLASSIFICATION:

Public