

Retention and Classification Report

Agency: Utah County (Utah). City/County Health Department (2475)
589 South State Street
Provo, UT 84606
370-8700

Records Officer

10698 Air spray daily test listing
10695 Daily mosquito abatement worksheet
10696 Mosquito abatement complaint form
10694 Ultra-low volume spray report

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10698

1

TITLE: Air spray daily test listing

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This list serves as a daily index to mosquito spraying. It includes job number, date, inspector, county address, descriptive location, air time, and spray.

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 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the local health department.

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10695

3

TITLE: Daily mosquito abatement worksheet

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This worksheet documents the identification of specific mosquito species and their location and quantity. The form includes inspector's name, district number, date, general weather, county address, species, water source, air and water temperatures, depth, fish, acres treated, pesticide amount and time.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the local health department.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10696

3

TITLE: Mosquito abatement complaint form

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These forms document mosquito complaints received and investigated by the local health department. They are used to identify heavy mosquito populations. The form includes complaint form number, complainant's name, address, and telephone number; county location; comments; evaluation; action taken; whether complainant contacted; whether literature distributed; and signature.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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APPRAISAL:

Administrative

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PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). City/County Health Department

SERIES: 10694

3

TITLE: Ultra-low volume spray report

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This report form documents the usage of ultra-low (ULV) spray chemicals including the location and amount used in mosquito spraying. The form includes the inspector's name, date and time, county address, estimated acreage, mosquito species, dip count, log, landing count and comments, sprayer instructions, treatment report and inspection report including a map of area sprayed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the health department.

PRIMARY CLASSIFICATION:

Public