

Retention and Classification Report

Agency: South Davis Sewer District (Utah) (2587)

1800 West 1200 North
West Bountiful, UT 84087
801-295-3469

Records Officer: Mark Katter

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AGENCY: South Davis Sewer District (Utah)

SERIES: 16371

3

TITLE: Accounts payable

DATES: 1970-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records GRS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 17333

3

TITLE: Accounts receivable

DATES: undated

ARRANGEMENT:

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 for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records GRS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14359

3

TITLE: Agreements, easements and deeds

DATES: undated

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Easement files, GRS-1016.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14390

3

TITLE: As-built drawings

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These as-built drawings document all construction projects including runways, cargo buildings, terminals, hangars, and remodeling projects. They serve as a record of actual construction.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14372

3

TITLE: Audit reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Financial audit reports, GRS-1846.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s).

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.

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14373

3

TITLE: Bank statements

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly statements showing the amount of money on deposit to the credit of the municipality showing date, name of bank, total deposit, and withdrawals, and cash balance with interest on daily bank balances.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records GDS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14381

3

TITLE: Bids

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Request for proposal records, GRS-1991.

AUTHORIZED: 06-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14379

3

TITLE: Board of Trustees agenda

DATES: 1959-2015.

ARRANGEMENT:

DESCRIPTION:

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy provided not attached to minutes.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: South Davis Sewer District (Utah)

SERIES: 14380

3

TITLE: Board of Trustees minutes

DATES: 1960-

ARRANGEMENT: Chronological

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

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

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

AGENCY: South Davis Sewer District (Utah)

SERIES: 14380

TITLE: Board of Trustees minutes

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14374

3

TITLE: Bond issue file

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Bond issue files, GRS-783.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14382

3

TITLE: Budget work papers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14368

3

TITLE: Cash disbursement ledger

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GDS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14367

3

TITLE: Cash receipt ledger

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14377

3

TITLE: Cash receipts

DATES: undated

ARRANGEMENT: Numerical by receipt number

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 for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14360

3

TITLE: Certificate of posting

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain evidence of the publication of a document or public notification appearing in a local newspaper, usually for hearings, sale of bonds, budget, and council meetings

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Proof of publication records, GRS-1026.

AUTHORIZED: 03-01-1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14375

3

TITLE: Connection record book

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Connection books, GRS-1116.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14358

3

TITLE: Contracts

DATES: undated

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 16374

3

TITLE: Customer application records (sewer line)

DATES: 1960-

ARRANGEMENT: Numerical

DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain for 3 year(s) final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Customer application records, GRS-1119.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14376

3

TITLE: Deposit slips

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14423

3

TITLE: Disbursement list

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GDS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 16370

3

TITLE: Discharge monitoring and water reclamation plant reports

DATES: 1960-2011.

ARRANGEMENT: Chronological by month

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (2006)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, GDS 1104

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 24128

3

TITLE: Easement and deed records

DATES: 1960-

ARRANGEMENT: Numerical by assigned number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain documents executed by property owners granting the district rights of access to their property for public works or other district purposes. They include the names of parties, addresses and/or locations, 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:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This series matches with item 18-11 of the municipal general schedule.

AGENCY: South Davis Sewer District (Utah)

SERIES: 24128

TITLE: Easement and deed records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14384

3

TITLE: Election ballots

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (2007)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (2007)).

RETENTION:

Retain for 22 month(s) resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Election ballots, GRS-1017.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 22 months after election unless election is contested and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14357

3

TITLE: Employee benefit files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: South Davis Sewer District (Utah)

SERIES: 14355

3

TITLE: Employee files

DATES: undated

ARRANGEMENT:

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 for 65 year(s) or retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Performance plans and evaluations, GRS-1966.

AUTHORIZED: 06-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

APPRAISAL:

These records have administrative value(s).

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: South Davis Sewer District (Utah)

SERIES: 14355

TITLE: Employee files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14394

3

TITLE: Employer's first report of injury

DATES: undated

ARRANGEMENT:

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 for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Worker's compensation case files, GRS-1938.

AUTHORIZED: 09-01-2013

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: South Davis Sewer District (Utah)

SERIES: 17438

3

TITLE: Equipment maintenance and repair records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Equipment maintenance and repair records, GRS-849.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14396

3

TITLE: Equipment maintenance records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Equipment maintenance and repair records, GRS-849.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14366

3

TITLE: Fixed assets ledger

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain the annual inventory of municipal equipment, supplies and other items owned or administered by the municipality.

RETENTION:

Retain for 1 year(s) superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 08-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after being reconciled with subsequent inventory and then destroy.

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14397

3

TITLE: Flow charts

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These charts monitor the weekly flow of raw sewage coming into treatment plants and effluent water from the plants.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Flow charts, GRS-1128.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14370

3

TITLE: General journal and standard journal

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GDS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14369

3

TITLE: General ledgers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GDS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 17332

3

TITLE: General subject files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive correspondence, GRS-1758.

AUTHORIZED: 05-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14393

3

TITLE: Income tax files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: South Davis Sewer District (Utah)

SERIES: 14417

3

TITLE: Incoming informational notices and correspondence

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are records of a general housekeeping nature which do not relate directly to the primary program responsibility of the office. Includes records such as charity fund drives, custodial service requests, parking space assignments, and distribution of keys.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 04-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed for reference and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14416

3

TITLE: Industrial pre-treatment program

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (2006)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, CFR 1104

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14418

3

TITLE: Insurance information files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 15 year(s) final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Insurance policy files, GRS-942.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14361

3

TITLE: Investment records

DATES: undated

ARRANGEMENT:

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Investment registers, GRS-823.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14424

3

TITLE: Line extensions project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 17446

3

TITLE: Manhole inspection records

DATES: undated

ARRANGEMENT: Numerical by manhole number

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION:

Retain for 3 year(s) or until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Television inspection reports, GRS-1137.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

APPRAISAL:

These records have administrative value(s).
This disposition is based on the recommendation of the agency.

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14419

3

TITLE: Minute books

DATES: undated

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Davis Sewer District (Utah)

SERIES: 14419

TITLE: Minute books

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14385

3

TITLE: Monthly discharge monitoring report

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (2006)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, CFR 1104

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14389

3

TITLE: National Pollutant Discharge Elimination System permits

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are permits issued under the Clean Water Act permitting the discharge of specific pollutants under controlled conditions (40 CFR 122.28 (2008)). This applies to municipalities with a population of 100,000 or greater.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule National pollutant discharge elimination system permits CFR 1438

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 16372

3

TITLE: Notice of Lien reports

DATES: 1970-

ARRANGEMENT: Numerical by property tax number

DESCRIPTION:

These are lists of people who do not pay their Sewer District Assessments within the prescribed time and a lien is placed on the property to collect. "The governing authority of a service district may, by ordinance or resolution, provide that fees and charges for water, sewer, or garbage services supplied by the service district shall, if not paid when due, be certified to the treasurer and assessor of the county in which the delinquent premises are located. These delinquent fees and charges, together with penalties and applicable interest shall, immediately upon this certification, become a lien on the delinquent premises on a parity with and collected at the same time and in the same manner as general county taxes that are a lien on the premises" (UCA 17A-2-1321). The report is sent to the Davis County Assessor listing those individuals who have a lien placed on their property for non-payment.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Delinquent property tax records, GRS-733.

AUTHORIZED: 03-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).
This disposition is based on the recommendation of the agency.

AGENCY: South Davis Sewer District (Utah)

SERIES: 16372

TITLE: Notice of Lien reports

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. names and addresses

AGENCY: South Davis Sewer District (Utah)

SERIES: 14398

3

TITLE: Operational log

DATES: 1960-

ARRANGEMENT:

DESCRIPTION:

This log records daily information on plant operations such as rate of flow, chemical inventories, chemicals used, chlorine residual testing results, and turbidity amount in water. It is required by 40 CFR 130.4. An annual summary is submitted to the State Health Department.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Daily operational log, GRS-1122.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14371

3

TITLE: Original voided and cancelled checks

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is the manual documentation method of inputting data about canceled warrants which then becomes part of the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14378

3

TITLE: Payment stubs

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Remittance stubs, GRS-1135.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14425

3

TITLE: Payroll reports

DATES: undated

ARRANGEMENT:

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 for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: South Davis Sewer District (Utah)

SERIES: 14392

3

TITLE: Payroll time vouchers

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Timekeeping records, GRS-1902.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

This disposition is based on

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private

AGENCY: South Davis Sewer District (Utah)

SERIES: 14354

3

TITLE: Projects/line extensions project files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These project files document the planning, design, and construction of municipally-owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits to work in the public way for municipality projects such as street drains, curb and gutter, sidewalk, paving extensions, street construction and repairs to additions to city buildings.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1989

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14364

3

TITLE: Purchase authorization form numerical control ledger

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14365

3

TITLE: Purchase authorization records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

This is an official authorization to pay on a claim or bill.
Includes name of department fund, check number, date, amount of claim, transmittal sheet number, and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vouchers, GRS-930.

AUTHORIZED: 03-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14391

3

TITLE: Reading file

DATES: 1959-2015.

ARRANGEMENT:

DESCRIPTION:

These are duplicate copies of all or selected correspondence sent or received. They are used solely as a reading file for the convenience of office personnel.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until administrative need ends and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: South Davis Sewer District (Utah)

SERIES: 14356

3

TITLE: Resolutions

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city 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 municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Resolutions, GRS-1027.

AUTHORIZED: 12-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

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: South Davis Sewer District (Utah)

SERIES: 14356

TITLE: Resolutions

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14421

3

TITLE: Safety meeting minutes

DATES: undated

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Davis Sewer District (Utah)

SERIES: 14421

TITLE: Safety meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 13047

3

TITLE: Sewer applications

DATES: 1960-

ARRANGEMENT: Numerical by application number

DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after account closed and then microfilm.

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

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

APPRAISAL:

These records have administrative value(s).

These records document the location of sewer lines attached to properties and are vital in the case of a natural disaster or emergency.

AGENCY: South Davis Sewer District (Utah)

SERIES: 13047

TITLE: Sewer applications

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302(2)(b)(d) (2008)

AGENCY: South Davis Sewer District (Utah)

SERIES: 16373

3

TITLE: Sewer main location maps (District boundary)

DATES: 1960-

ARRANGEMENT:

DESCRIPTION:

These are plat drawings of each municipal street detailing all sewer mains in the municipality system by area number. They are used to locate sewer mains. The plats include drawings of all sewer mains in municipal system showing depth of sewer mains, percentage of grade, location of lateral connections and sewer manholes, and size of lines.

RETENTION:

Until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Sewer main location plats, GRS-1136.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 23828

3

TITLE: Sewer service connection applications

DATES: 1960-

ARRANGEMENT: Numerical by account number

DESCRIPTION:

These applications are submitted to the agency by property owners requesting to be hooked up to the sewer system. They are used to find the cleanout and lateral sewer connection information for each building connected to the sewer lines within the sewer district. They are a primary reference used to document details of locations, completion of inspection, and the identity and contact information of the property owner. Information includes date of application, account number, receipt number, location of lateral connection, number and specific types of plumbing fixtures in the building, name and signature of property owner, date of inspection, name and signature of inspector, type of building, approval status and amount of inspection fee. Also included is a diagram on the back of the application detailing the address, specific location of the connection and measurements.

RETENTION:

Retain Permanently

DISPOSITION:

Permanent. Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2001

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: South Davis Sewer District (Utah)

SERIES: 23828

TITLE: Sewer service connection applications

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14422

3

TITLE: Special treatment industrial files

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are monthly and quarterly reports on the daily operations of treatment plants. They are submitted to the State Bureau of Water Pollution and to the Environmental Protection Agency (EPA). These reports are a record of the average amount of pollution discharged into the waters of the municipality from National Pollutants Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as sewage flow, grit removal, chlorine usage, residuals, digester gas products, and lab analytical results (40 CFR 122.41(j)(2) (2006)).

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, CFR 1104

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14420

3

TITLE: Supervisor's minutes

DATES: undated

ARRANGEMENT:

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:

Permanent. May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & public materials, GRS-1709.

AUTHORIZED: 07-01-2014

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: South Davis Sewer District (Utah)

SERIES: 14420

TITLE: Supervisor's minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14395

3

TITLE: Television inspection records

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Television inspection reports, GRS-1137.

AUTHORIZED: 12-01-1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years or until updated or superseded and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 16375

3

TITLE: Training records (District equipment manuals)

DATES: 1970-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This series consists of equipment training manuals that detail the operation of the equipment. They are used for educational purposes.

RETENTION:

Until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Teaching aids training records, GRS-899.

AUTHORIZED: 11-01-1996

FORMAT MANAGEMENT:

Paper: Retain in Office until replaced and then destroy.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 17437

3

TITLE: Transfer Checks (Utah State Treasurer)

DATES: undated

ARRANGEMENT:

DESCRIPTION:

The actual warrant or check cut from a warrant request. (UCA 10-6-140 (1979)).

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14362

3

TITLE: Vendors paid check ledger

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These are account books showing details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number. They are used to provide backup documentation to the general ledger.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Local government accounts payable and receivable records, GRS 100

AUTHORIZED: 12-01-2016

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 17334

3

TITLE: Water consumption reports

DATES: undated

ARRANGEMENT:

DESCRIPTION:

These reports consist of monthly statistics of daily water consumption. They are used for research and litigation purposes and to assist in predicting future flows and peak demands. The reports include water consumption in million gallons, and cubic feet from treatment plants, springs, artesian wells, pumped wells, and reservoirs along with precipitation amounts.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Water consumption monthly reports, GRS-1138.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: South Davis Sewer District (Utah)

SERIES: 14383

3

TITLE: Work orders

DATES: undated

ARRANGEMENT:

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Work orders, GRS-857.

AUTHORIZED: 09-01-1989

FORMAT MANAGEMENT:

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

APPRAISAL:

PRIMARY DESIGNATION:

Public