

# 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

16371	Accounts payable
17333	Accounts receivable
14359	Agreements, easements and deeds
14390	As-built drawings
14372	Audit reports
14373	Bank statements
14381	Bids
14379	*Board of Trustees agenda
14380	Board of Trustees minutes
14374	Bond issue file
14382	Budget work papers
14368	Cash disbursement ledger
14367	Cash receipt ledger
14377	Cash receipts
14360	Certificate of posting
14375	Connection record book
14358	Contracts
16374	Customer application records (sewer line)
14376	Deposit slips
14423	Disbursement list
16370	*Discharge monitoring and water reclamation plant reports
24128	Easement and deed records
14384	Election ballots
14357	Employee benefit files
14355	Employee files
14394	Employer's first report of injury
17438	Equipment maintenance and repair records
14396	Equipment maintenance records
14366	Fixed assets ledger
14397	Flow charts
14370	General journal and standard journal

14369 General ledgers  
 17332 General subject files  
 14393 Income tax files  
 14417 Incoming informational notices and correspondence  
 14416 Industrial pre-treatment program  
 14418 Insurance information files  
 14361 Investment records  
 14424 Line extensions project files  
 17446 Manhole inspection records  
 14419 Minute books  
 14385 Monthly discharge monitoring report  
 14389 National Pollutant Discharge Elimination System permits  
 16372 Notice of Lien reports  
 14398 Operational log  
 14371 Original voided and cancelled checks  
 14378 Payment stubs  
 14425 Payroll reports  
 14392 Payroll time vouchers  
 14354 Projects/line extensions project files  
 14364 Purchase authorization form numerical control ledger  
 14365 Purchase authorization records  
 14391 \*Reading file  
 14356 Resolutions  
 14421 Safety meeting minutes  
 13047 Sewer applications  
 16373 Sewer main location maps (District boundary)  
 23828 Sewer service connection applications  
 14422 Special treatment industrial files  
 14420 Supervisor's minutes  
 14395 Television inspection records  
 16375 Training records (District equipment manuals)  
 17437 Transfer Checks (Utah State Treasurer)  
 14362 Vendors paid check ledger  
 17334 Water consumption reports  
 14383 Work orders

**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-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Davis Sewer District (Utah)

**SERIES:** 14390

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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.

**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 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.

**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.

**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.

**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, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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 records, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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.

**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

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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) after 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.

**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 records, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Discharge monitoring and water reclamation plant reports, GRS-1124.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**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 until administrative need ends

**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) after 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.

**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 until 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.

**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.

**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.

**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) after 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.

**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, GRS-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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, GRS-106.

**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.

**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.

**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.

**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, GRS-1124.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**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) after 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.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Davis Sewer District (Utah)

**SERIES:** 14424

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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)

**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.

**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, GRS-1124.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**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, GRS-1133.

**AUTHORIZED:** 12-01-1997

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Davis Sewer District (Utah)

**SERIES:** 14371

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**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.

**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.

**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

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**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-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Davis Sewer District (Utah)

**SERIES:** 14391

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**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.

**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 for 3 year(s)

**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.

**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 until administrative need ends

**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, GRS-1124.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

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

**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.

**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.

**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.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** South Davis Sewer District (Utah)

**SERIES:** 17437

1

**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 is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**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-106.

**AUTHORIZED:** 12-01-2016

**FORMAT MANAGEMENT:**

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

**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.

**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.

**PRIMARY DESIGNATION:**

Public