

# Retention and Classification Report

**Agency:** Clearfield (Utah). Parks and Recreation Department (3069)  
55 South State Street  
Clearfield, UT 84015  
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## Records Officer

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**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24908

3

**TITLE:** Buildings & ground maintenance log

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 3 years after completion of repairs and then destroy.

**APPRAISAL:**

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23266

3

**TITLE:** Cemetery deed register

**DATES:** 1945-

**ARRANGEMENT:** Numerical by deed number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are registers of names of all persons owning burial plots in the cemetery. They include deed number, date issued, name of owner, description of property, amount paid, receipt number, perpetual care record, date issued, and certificate number. This register is also called "Burial Right" Registers or Payment Records.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 2.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23266

**TITLE:** Cemetery deed register

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23317

3

**TITLE:** Cemetery map

**DATES:** 1971-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These books contain maps of the cemetery. They are used daily to locate specific grave sites. These books include index, plat, and lot pages. The cemetery may only have a single wall map which serves as a key to locating specific graves.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently and then migrate data as appropriate.

**APPRAISAL:**

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 7.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23317

**TITLE:** Cemetery map

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24557

3

**TITLE:** Cemetery receipts

**DATES:** 1993-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are receipts issued for money received for burial lots. They are used to record money generated by the cemetery. They include date, receipt number, name of person making payment, amount received, fees involved, credits, cash sales, and may include the address of person making payment.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

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

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

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 9.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24557

**TITLE:** Cemetery receipts

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 84793

4

**TITLE:** Cemetery records

**DATES:** 1942-1992.

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series consists of records documenting burial and ownership of graves in the Clearfield cemetery. The first item is a two-page partial list of plot owners, certificate and lot numbers, and dates of transfer. The second item is an interment register. Ledger columns in the interment register include the interment number, name of the deceased, permit number, death certificate number, date of interment, date of death, sex, age, place of death, cause of death, location of grave, name of the undertaker, date of birth, place of birth, owner of lot, deed number, removal information, and a column for remarks which may include parents' names. Not all columns are completed for all individuals. The interment register also includes a name index arranged alphabetically by the first letter of the deceased's last name. The third set of documents are cemetery cards documenting burials. Cards are filed alphabetically by the deceased's last name. Cards include the name of the deceased, interment number, address, date of burial, funeral director, property owner, and the grave location. The final set of documents are cemetery cards documenting ownership of lots. These cards, which are filed alphabetically by the last name of the owner of the lot, include the name of the owner, phone number, address, lot description, the date the deed was issued, deed number, and any financial transactions between the individual and the cemetery. The ownership cards are followed by cards related specifically to burials in those graves and include spaces for the name of the deceased, age, sex, interment number, relationship to owner, and special burial instructions. Some also have parents' or spouse's names, place and date of birth, and place and date of death.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 84793

**TITLE:** Cemetery records

(continued)

**FORMAT MANAGEMENT:**

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

Microfilm duplicate: For records beginning in 1942 through 1967. Retain in State Archives permanently.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical

This disposition is based on the value of these records in documenting burials in the Clearfield cemetery.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24482

3

**TITLE:** City scrapbooks

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office permanently after being microfilmed.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24482

**TITLE:** City scrapbooks

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24926

3

**TITLE:** Director's technical reference files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24926

**TITLE:** Director's technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24544

3

**TITLE:** General administrative records

**DATES:** 1990-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 2 years or until until no longer needed and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24544

**TITLE:** General administrative records

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24481

3

**TITLE:** Housekeeping files

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**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 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

Computer data files: Retain in Office for 1 year and then delete.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24481

**TITLE:** Housekeeping files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23249

3

**TITLE:** Interment reports

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are copies of a monthly report submitted by the sexton to the Health Department's local registrar when deceased was buried in the cemetery. They are used to verify a report was made. They include "name of the decedent, place of death, date of burial, and name and address of the funeral director or other person making the interment" (UCA 26-2-18(2) (2006)).

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 17, Item 10.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23249

**TITLE:** Interment reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

UCA 26-2-18 (2)(2008)

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24480

3

**TITLE:** Mailing lists

**DATES:** 1999-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**RETENTION:**

Retain until superseded

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Computer data files: Retain in Office permanently or until superseded.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24480

**TITLE:** Mailing lists

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 26664

3

**TITLE:** Membership application records

**DATES:** 2005 -

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

**RETENTION:**

Retain 2 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 13.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 26664

**TITLE:** Membership application records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10225

3

**TITLE:** Park files

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain information concerning each of the city parks. They are used to maintain a record of construction projects in each park for historical and informational purposes. They include correspondence, architectural drawings, contracts, specifications, newspaper clippings, histories of individual parks, and photographs.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 5 years and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

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

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 3.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10225

**TITLE:** Park files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10348

3

**TITLE:** Parks and Recreation Commission minutes

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

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

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

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

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10348

**TITLE:** Parks and Recreation Commission minutes

(continued)

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 13.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 83905

4

**TITLE:** Parks and recreation pamphlets

**DATES:** 1986-

**ARRANGEMENT:** Chronological by date.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

**RETENTION:**

Retain Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 21.

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 83905

**TITLE:** Parks and recreation pamphlets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24924

3

**TITLE:** Parks superintendent's technical reference files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by document name, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24924

**TITLE:** Parks superintendent's technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24925

3

**TITLE:** Pool manager's technical reference files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24925

**TITLE:** Pool manager's technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24479

3

**TITLE:** Receipt books

**DATES:** 1993-

**ARRANGEMENT:** Chronological by date issued

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

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

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24479

**TITLE:** Receipt books

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24928

3

**TITLE:** Recreation coordinator's technical reference files

**DATES:** 1988-

**ARRANGEMENT:** Apphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24928

**TITLE:** Recreation coordinator's technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24927

3

**TITLE:** Recreation manager's technical reference files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by subject, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, vendor price lists, etc.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24927

**TITLE:** Recreation manager's technical reference files

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24909

3

**TITLE:** Recreation program files

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by title, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These program files document specific municipally sponsored recreation programs. They are used for reference in developing future programs. They include flyers of specific programs, reservation records, copies of receipts for fees paid. They also include an accounting of participants and receipt numbers.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

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

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24909

**TITLE:** Recreation program files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24537

3

**TITLE:** Recreational equipment records

**DATES:** 1997-

**ARRANGEMENT:** Chronological by year, thereunder Alphabetical by name

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document recreational equipment (i.e. softball, volleyball) and tools loaned in connection with reserved park areas and other recreational facilities. They are used to maintain a record of location of equipment. They include name of group; name, address, telephone number of person picking up equipment; date of issue; reservation date; date of return; location reserved; quantity and equipment picked up.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 1 year after equipment is returned and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 4.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24537

**TITLE:** Recreational equipment records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23276

3

**TITLE:** Registration records

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by activity

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These forms are used to register for municipal recreational programs. They include registrant's name, address, and telephone number; program name and date(s); parent's/guardian's name if registrant is a minor; and a signed liability waiver statement.

**RETENTION:**

Retain 2 YEARS.

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1997.

**FORMAT MANAGEMENT:**

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

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

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 13.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 23276

**TITLE:** Registration records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10060

4

**TITLE:** Release records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by sport

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Form completed by individuals participating in city recreational activities, used by the Clearfield Recreational Department to verify that participants have released all rights and claims for possible injuries in city recreational activities, Information includes individual's name, team name, sport, date, medical insurance company, and signature.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 04/01/1995.

**FORMAT MANAGEMENT:**

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

Paper: Retain in Office for 2 years and then destroy provided no pending litigation.

**APPRAISAL:**

Administrative Legal

This disposition is based on UCA 63-30-13 (1994) which provides that "a claim is barred unless notice of claim has been filed with the governing body . . . within one year after the claim arises, or before the expiration of any extension of time granted."

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 10060

**TITLE:** Release records

(continued)

**SECONDARY CLASSIFICATION(S):**

Private. medical insurance company



**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24907

3

**TITLE:** Reservation records

**DATES:** 1992-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain the actual request forms submitted by the general public. They are used as a record to schedule park facilities and/or sports facilities (e.g., baseball, softball, football, soccer). The files include date of request, name of group, number of people, name, address, and telephone number of requesting person, area and park requested, time, date, and amount paid.

**RETENTION:**

Retain 1 year

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1997.

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 19, Item 6.

**AGENCY:** Clearfield (Utah). Parks and Recreation Department

**SERIES:** 24907

**TITLE:** Reservation records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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