

# Retention and Classification Report

**Agency:** Ogden (Utah). Department of Health (3212)  
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## Records Officer

05709 \*Contagious diseases registers  
05715 \*Correspondence  
05746 \*Health board minutes  
05782 \*Health board proceedings  
05770 \*Milk and ice cream monthly weight sheets  
05660 \*Payrolls  
05783 \*Reports

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5709

3

**TITLE:** Contagious diseases registers

**DATES:** 1904-1921.

**ARRANGEMENT:** Alphabetical by initial letter of surname.

**DESCRIPTION:**

Lists individual's name, age, sex, address, disease (e.g., chicken pox, croup, scarlet fever, measles, diphtheria, small pox, etc.), when reported, when released, vaccination or not, and physician's name. Total cases and total deaths are tabulated. Known holdings: (1) 20 March 1920 to 4 February 1921.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

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

**APPRAISAL:**

Historical

Disposition based on the historical value of these records in documenting the spread of contagious disease in the Ogden area.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected  
Controlled  
Exempt

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5715

3

**TITLE:** Correspondence

**DATES:** 1917-1933.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This series contains correspondence from the Ogden Health Department.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Historical

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

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5746

3

**TITLE:** Health board minutes

**DATES:** 1902-1906; c 1910-1911.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Holdings: One volume (July 7, 1902, to June 18, 1906).  
Whereabouts of second volume (1910?-1911 is unknown).

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1991.

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal This disposition is based on Utah County General Records Retention Schedule, Schedule 1, Item 15.

Minutes have ongoing research value because they document agency history, functions, and decisions.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5782

3

**TITLE:** Health board proceedings

**DATES:** 1910-1920.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Documents proceedings dealt with by the Ogden Health Board.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5770

3

**TITLE:** Milk and ice cream monthly weight sheets

**DATES:** 1948-1950.

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by dairy name, thereunder chronological by month.

**DESCRIPTION:**

These monthly weight sheets (two distinct forms) are reports to Ogden Department of Public Health. They were used by manufacturers to determine manufacturer's, producer's, and inspection fees in compliance with city ordinances.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 25.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5660

3

**TITLE:** Payrolls

**DATES:** 1957-1965.

**ARRANGEMENT:** Alphanumerical

**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.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

Paper: Retain in State Records Center for 65 years and then destroy.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b) (2008)

**AGENCY:** Ogden (Utah). Department of Health

**SERIES:** 5783

3

**TITLE:** Reports

**DATES:** 1922-1926.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Monthly and annual reports, Jan. 1922-Oct. 1926. Gives figures for contagious and infectious diseases, vital statistics, sanitation, weights and measures, food inspection, meat inspection, and milk and dairy food inspections.

**STATE RECORDS COMMITTEE STATUS:**

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

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

Historical

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

**PRIMARY CLASSIFICATION:**

Public